



Confirmation of Completion of Paperless Pre-Hire Documents

Employee confirms that the following forms have been completed in the Employee Self-Service (ESS) application of IRIS Advanced as part of their onboarding process as a New Hire OR Departmental Transfer:

- Employee Address (ADDR)
- Emergency Contact Information (EMER)

Please be advised that employees will not receive their first paycheck without an address on file.

Printed Name of Employee

Employee ID Number

Signature of Employee

Date

Department

PCN

This form is to be completed by the employee and submitted with the Onboarding packet to Payroll Services in the Department of Administration, Division of Finance.