

# Welcome to Hunt County!

## New Employee Orientation Requirements

Human Resources Department  
Hunt County Courthouse  
2507 Lee Street, Room 200 (2<sup>nd</sup> Floor)  
Greenville, Texas 75403

Contact Information:  
Jamie Petty  
[jpetty@huntcounty.net](mailto:jpetty@huntcounty.net)  
903-408-4106

### **By Appointment Only:**

Wednesday at 9:00 am

### THE FOLLOWING IS REQUIRED AT ORIENTATION

**IMPORTANT:** If you do not have the following information/documents listed below, you will be rescheduled and employment could be delayed. Payroll and/or Benefits will not be processed with incomplete paperwork.

### **Employee Information**

- ✓ Form I-9 Supporting Documents (To prove eligibility to work in the United States)  
List of acceptable documents attached.

### **Beneficiary and Dependent Information**

- ✓ Full, Legal name
- ✓ Address complete with zip code
- ✓ Date of birth
- ✓ Social Security Number - Required
- ✓ Phone number
- ✓ For Beneficiaries you will need to provide up to **3 people** with all the above information

### **Direct Deposit Information**

- ✓ Bank or Credit Union name, address, and phone number
- ✓ **Voided Check** or other documentation from your bank listing **Routing** and **Account number**
- ✓ Incorrect Information will cause a delay up to 5 days to have pay reissued

### **Badges**

- ✓ On day of orientation, your picture will be taken for your ID badge.  
Please do not wear any hats/headgear or other such items