

# HR Forms

<b>HR Help</b>	<p><a href="#">HR Help Form - Create Case</a> Use this form submit an HR Case and request information or get HR help Need Immediate assistance? Call 502-495-6900 option 2</p> <p><a href="#">Team Member Referral Notice</a> Submit a request for credit for referral of a new hire. Please note this is NOT a guarantee of the person hired, and the company's standard hiring procedures will be followed for all applicants.</p>
<b>Team Member Handbook</b>	<p><a href="#">Download Team Member Handbook</a> (Rev 7.10.23) <a href="#">Download TM Handbook Signature Page</a> (Rev 7.10.23)</p>
<b>New Hire, Payroll, &amp; Tax Forms</b>	<p>Direct Deposit &amp; HSA Update Form: <a href="#">Vivid Impact Direct Deposit Form fillable 02.23.pdf</a></p> <p>Drug Screen Authorization Form for New Hires: <a href="#">Fastest Labs_DrugScreenAuthorizationForm 2023.pdf</a></p> <p>BaptistWorx DOT Medical Card Authorization Form</p>
<b>Tax Forms</b>	<p>Federal Tax Withholding: <a href="#">IRS Form W-4</a></p> <p>State Tax Withholding Forms: Indiana: <a href="#">IN WH-4 (9-22) Fillable.pdf</a> Kentucky: <a href="#">K-4.pdf</a> Florida: No Form Required Georgia: <a href="#">G-4.pdf</a> Ohio: <a href="#">OH IT-4.pdf</a></p>
<b>Insurance Forms</b>	<p><a href="#">Enroll in Benefits</a> <a href="#">Add Qualifying Life Event to change insurance</a></p> <p><a href="#">Guardian Life Insurance Beneficiary Change Form</a> <a href="#">Guardian Short Term Disability Claim Form</a></p>

<b>Voya 401k Forms</b>	<a href="#">Enrollment Brochure</a> <a href="#">Rollover to Voya Form</a> <a href="#">Voya Beneficiary Update Form</a>
<b>Benevolent Fund</b>	<a href="#">Team Member Benevolent Fund Grant Application.pdf</a> <a href="#">Benevolent Fund Authorization &amp; Waiver Form 2023.pdf</a> (Enrollment Form)
<b>Family &amp; Medical Leave Act</b>	<a href="#">HR Help Form - Create Case</a> Please note that you are requesting FMLA and HR will get the appropriate documentation to you.
<b>Team Member Print &amp; Design Request</b>	<a href="#">Submit a request for design/print work for your personal use</a> (do not use for Vivid Internal or Community Outreach jobs)
<b>Community Outreach Request</b>	Have an event or program you would like Vivid Impact to sponsor or partner with? Would like to make a request for in-kind work to be produced? Complete the <a href="#">Community Outreach/Donation/Sponsorship Request Here</a>
<b>Non-Employee Building Access Request</b>	<a href="#">Non-Employee Building Access Request (smartsheet.com)</a> Only Team Members and Authorized Visitors may be issued a key fob/card. To request access for a vendor, partner, or service provider, please complete this form. Please provide at least 2 business days notice prior to when the credential is required.

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human resource forms

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