

Record of Important Information

Use the following worksheet to record important data about your job and your employer. Because some of this information is personal or confidential, be sure to keep this record in a safe place.

Contact/Operational Information

Address and phone number of the organization: _____

Work phone number or extension: _____

Work cell phone or pager number: _____

Voice mail password/access code: _____

Network ID and password: _____

E-mail address and password: _____

Locker combination: _____

Supervisor's name: _____

Supervisor's phone number or extension: _____

Procedure for clocking in and out: _____

Benefits Information

Time-off policy: _____

Number of sick days: _____ personal: _____ vacation: _____

Benefits Contact Information

Insurance provider: _____

Insurance provider Web site: _____

Phone number: _____

E-mail: _____