## POST INSTRUCTOR CONTRACT FOR NON-STATE EMPLOYEES

The following needs to be completed and submitted to POST within 2 days of instructing:

- AJ/AL Employee Agreement
- Statement of Ineligibility
- I-9 Form
- Employee Personal Information
- FI 21 Form/Voided Check
- Form W-4
- Copy of Drivers License
- Copy of SSN Card

If you have any questions please call Lt. Breur at 801-554-5452 or Chelsey Mason 801-256-2310

Attached, you will find a bi-weekly time sheet and the pay periods for the Department of Public Safety.