



Congratulations and welcome to the Town of Wellesley. All new employees are required to review and complete the enclosed documents as well as attend a new employee orientation. Taking the time to review these materials will help you make the best choices for you and your family and make your first few days on the job as stress-free as possible. If you have any questions, please contact Human Resources at (781) 431-1019 x2244.

All new employees must complete the following before they begin work:

Schedule your New Employee Orientation

Human Resources conducts new employee orientations for all municipal and school hires. Please confirm with your supervisor your start date and have them schedule you for a time for the new employee orientation at Human Resources in Town Hall on your first day.

1. Complete the following forms BEFORE your new employee orientation:

Before you arrive at your orientation, the following forms must be fully completed and signed. Don't forget to bring them with you!

I-9 Form

All employees must complete the employee section of the I-9 form prior to starting work with the Town of Wellesley. Only forms of identification found on the attached list can be used. Please bring the forms of identification you used to complete the form to your new employee orientation.

Tax Forms

The M-4 and W-4 are required for federal and Massachusetts income tax withholdings.

Direct Deposit

The Town requires all new employees to enroll in direct deposit as well as provide an email address to send your paycheck remittance to. You will not receive a paper check or a paper pay stub.

Social Security Form SSA-1945

Your earnings from this job are not covered under Social Security. Employment with a Massachusetts governmental entity may affect your Social Security benefits. Contact the Social Security Administration for more information.

Emergency Contact Information

Please list your emergency contact information in the order of who you prefer to be contacted first.

Municipal Policies Booklet

Read and sign the policy receipt page indicating that the Town of Wellesley has provided you with the Town's policies and state and federal notifications. This receipt must be turned in at your new employee orientation.

2. What to bring to your orientation

- Identification used for the I-9 form
- Voided check for direct deposit
- All forms completed to the best of your ability
- Signed policy and procedures receipt

3. Make sure the following forms are completed BEFORE your employee orientation:

- I-9 Form
- W-4 and M-4 Tax Forms
- Direct Deposit Enrollment
- Social Security SSA-1945 Form
- Emergency Contact Form
- Municipal Policies Receipt