

ACKNOWLEDGMENT OF RECEIPT

New Employee Packet

Contains important benefits information and a checklist for your use in enrolling in the benefits programs.

<http://www.vacourts.gov/courtadmin/aoc/hr/newemp/packet.pdf>

Cardinal

Access to Cardinal pay information, W-2s

[Cardinal Payroll, W-2](#)

Human Resources Web Page

Resource for forms and information concerning benefits, policies, and procedures

<http://oesinet/courtadmin/hr/home.html>

Rules of Conduct

http://oesinet/courtadmin/hr/employee_relations/rules_of_conduct.pdf

By my signature, I acknowledge receipt of the New Employee Packet and the availability of the online resources listed above.

Signature

Print Name

Date

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