



Advanced Excavating Specialists, LLC
1200 Hazel Street – Kelso, WA 98626

Welcome to AES,

Enclosed you will find the following contents to be filled out for employment:

Checklist

- | | |
|---|---|
| ☐ Employee Information | ☐ Certificate Copies |
| ☐ Self Identification Forms | - Flagger Card |
| ☐ W-4 | - TCS Card |
| ☐ I-9 Verification | -Medical Examiner Card |
| ☐ Direct Deposit Form | - Confined Space |
| ☐ Safety Agreement | - Competent Person |
| ☐ Drug and Alcohol Agreement | - CPR & First Aid |
| ☐ Harassment Disclosure | - Rigging & Trenching |
| ☐ Driving Abstract Form | |
| ☐ Drivers Certificate of Violations | |
| ☐ Provide your Drug Free
Workplace Card or see lab form
attached for information on where
to take your preemployment drug
test | |

Please bring your Driver's License **and** necessary documents for your I9 Verification Form. Any other certifications should be brought for photocopies as well. All paperwork must be turned in before you can be on site. Any changes to your W-4 must be completed on a new form by the employee.

To **request time off**, call Mike LaFave or submit a written request to your supervisor. You must request time off two weeks in advance.

Checks are available every Friday after 12pm. You will not be able to pick up checks early. If checks are not picked up on Friday, they will automatically be mailed out the following Monday. **Paystubs** are mailed out every Thursday.

Please sign and return all forms and corresponding documents before you are on the job site.
For questions contact Katie Wangler in the AES office; 360-232-8854