



New Employee Referral Payroll Form

The Company is always looking for qualified employees and appreciates recommendations from existing employees. The Company offers incentive programs to all qualified employees. Please contact the Human Resource Department for more information. Applicants must list the employee as the referral when they apply (Paylocity/UKG).

- \$200 - Applicant is hired
- \$300 - After 60 Days
- \$500 - After 1 year of employment

For Payroll Purposes:

New Employee: _____

Referred By: _____

Start Date: _____ \$200.00

Payroll Date: _____ Entered By: _____

60 Days Date: _____ \$300.00

Payroll Date: _____ Entered By: _____

1 Year Date: _____ \$500.00

Payroll Date: _____ Entered By: _____