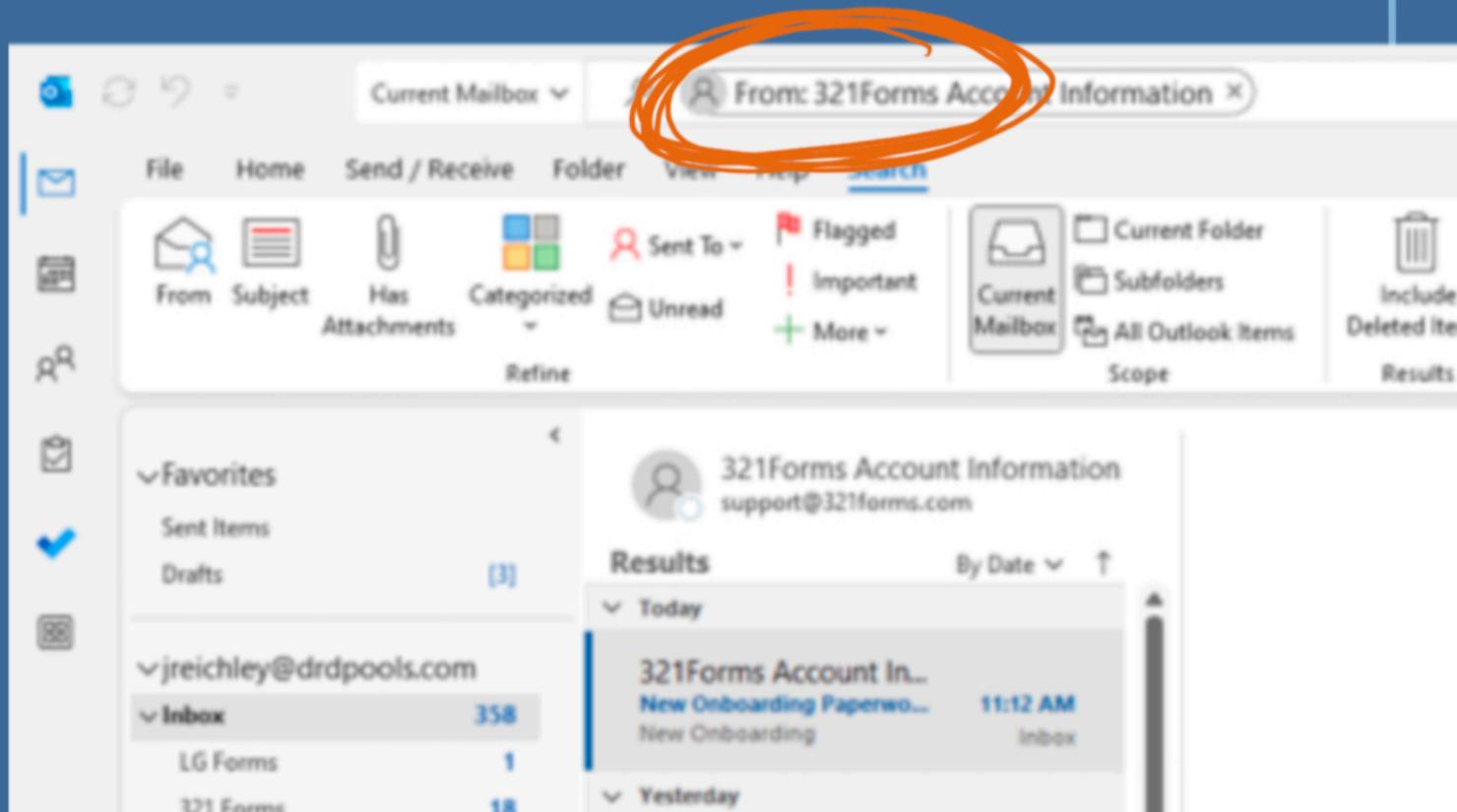




# #1

search for “321Forms” in your email



The screenshot shows the Microsoft Outlook interface. The search bar at the top contains the text "From: 321Forms Account Information". A large orange circle highlights this search bar. The search results pane on the right shows a single item: "321Forms Account Information" with the email address "support@321forms.com". The message subject is "New Onboarding Paperwo..." and the time is "11:12 AM". The message body is as follows:

New Onboarding Paperwork for DRD Pool Management, Inc. - East

321Forms Account Information <support@321forms.com>  
To: Jacob Reichley

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to...

Hello Jake Test,

This is an automatic message sent by Corey Hill of DRD Pool Management, Inc. - East to notify you that an account has been created for you on the 321Forms web site. With 321Forms, you can complete the HR paperwork for this company, including all required forms, benefits forms and status changes. You must activate your 321Forms account before logging in for the first time. Please follow these instructions to activate your account:

Begin by clicking on the link below and follow the instructions to activate your account (if the link is not highlighted, copy the ENTIRE link into your web browser address bar).

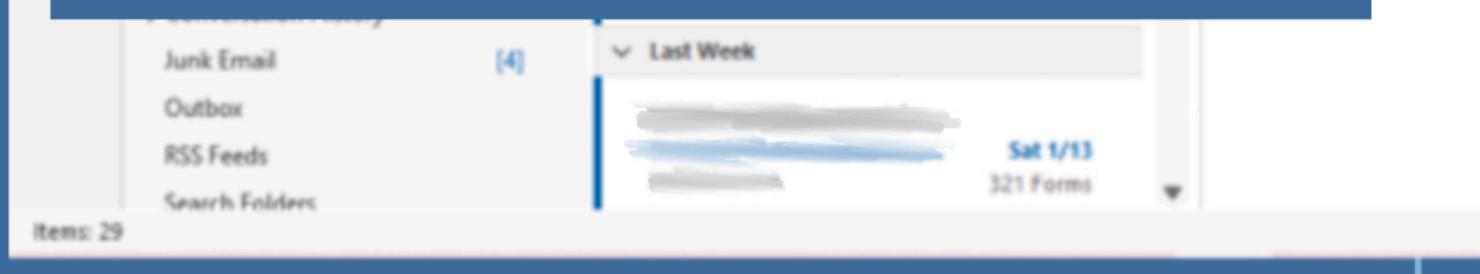
1) Your username is: 272024  
2) Your temporary password is: Hzt6q7OA  
3) Click on the link below to activate your account. You will be asked for the password listed above. We recommend you copy and paste the password into the website to keep the confusion between letters and numbers to a minimum. Please make sure not to copy any spaces on either side of the password.  
[https://my.321forms.com/content/account/account\\_validate.cfm?un=272024](https://my.321forms.com/content/account/account_validate.cfm?un=272024)

Sincerely,  
321Forms Administration  
<https://my.321forms.com/user/272024>

If you have any questions about activating your account, please visit <https://my.321forms.com/content/support/> to request technical assistance.

PLEASE DO NOT REPLY! This is an auto-generated system message. Messages received through this address are not processed. If you have questions, please contact your supervisor or HR representative, Angie Radabaugh at [angie@drdpools.com](mailto:angie@drdpools.com). If you have questions regarding your account, please visit <https://my.321forms.com/content/support/> to request technical assistance.

↑ verify your email looks like this ↑



The screenshot shows the Microsoft Outlook interface with a list of recent emails. The search bar at the top contains the text "Last Week". The results show one item from "321 Forms" with the subject "Sat 1/13". The list of folders on the left includes "Junk Email", "Outbox", "RSS Feeds", and "Search Folders". The bottom left corner shows "Items: 29".

# #2

## New Onboarding Paperwork for DRD Pool Management, Inc. - East



321Forms Account Information <support@321forms.com>

To Jacob Reichley

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply Reply All Forward ...  
Tue 1/16/2024 11:12 AM

Right-click or tap and hold here to...

New Onboarding Paperwork  
for DRD Pool Management,  
Inc. - East



Hello Jake Test,

This is an automatic message sent by Corey Hill of DRD Pool Management, Inc. - East to notify you that an account has been created for you on the 321Forms web site. With 321Forms, you can complete the HR paperwork for this company, including all required forms, benefits forms and status changes. You must activate your 321Forms account before logging in for the first time. Please follow these instructions to activate your account:

Begin by clicking on the link below and follow the instructions to activate your account (if the link is not highlighted, copy the ENTIRE link into your web browser address bar).

1) Your username is: 272024

2) Your temporary password is: Hzt6q7OA

3) Click on the link below and follow the instructions. You will be asked for the password listed above. We recommend you copy and paste the password into the website to keep the confusion between letters and numbers to a minimum. Please make sure not to copy any spaces on either side of the password.  
[https://my.321forms.com/content/account/account\\_validate.cfm?un=272024](https://my.321forms.com/content/account/account_validate.cfm?un=272024)

Sincerely,

321Forms Administration

<https://my.321forms.com/user/272024>

If you have any questions about activating your account, please visit <https://my.321forms.com/content/support/> to request technical assistance.

click this link

PLEASE DO NOT REPLY! This is an auto-generated system message. Messages received through this address are not processed. If you have questions, please contact your supervisor or HR Representative, Angie Radabaugh at [angie@drdpools.com](mailto:angie@drdpools.com). If you have questions regarding your account, please visit <https://my.321forms.com/content/support/> to request technical assistance.

and Copy & Paste the  
password provided in your email



### Password Confirmation

Please enter the temporary password provided within your activation email

**Username:**  
272024

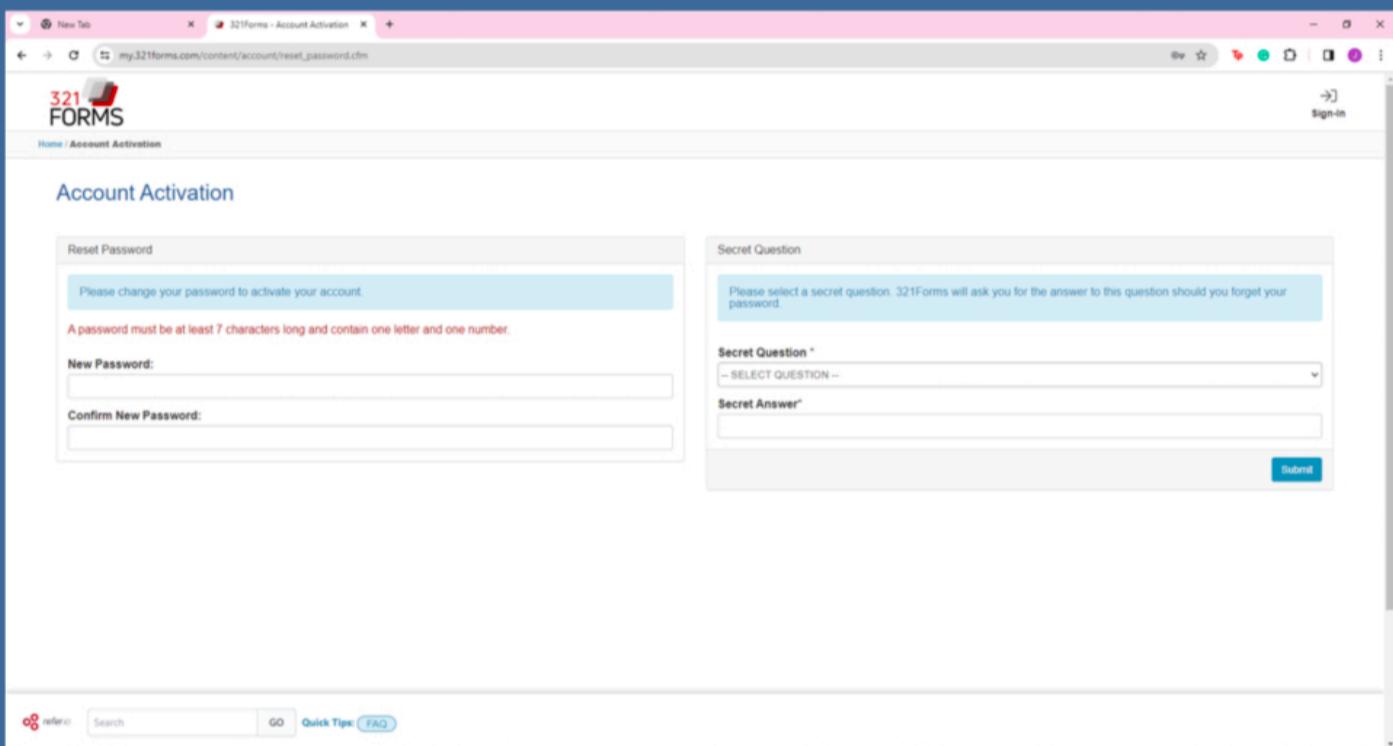
**Password:**  
\*\*\*\*\*

**Activate!**

Need help logging in?

# #3

You will then be prompted to create a new password and set up authentication for your account



321Forms

Home / Account Activation

### Account Activation

Reset Password

Please change your password to activate your account.

A password must be at least 7 characters long and contain one letter and one number.

New Password:

Confirm New Password:

Secret Question

Please select a secret question. 321Forms will ask you for the answer to this question should you forget your password.

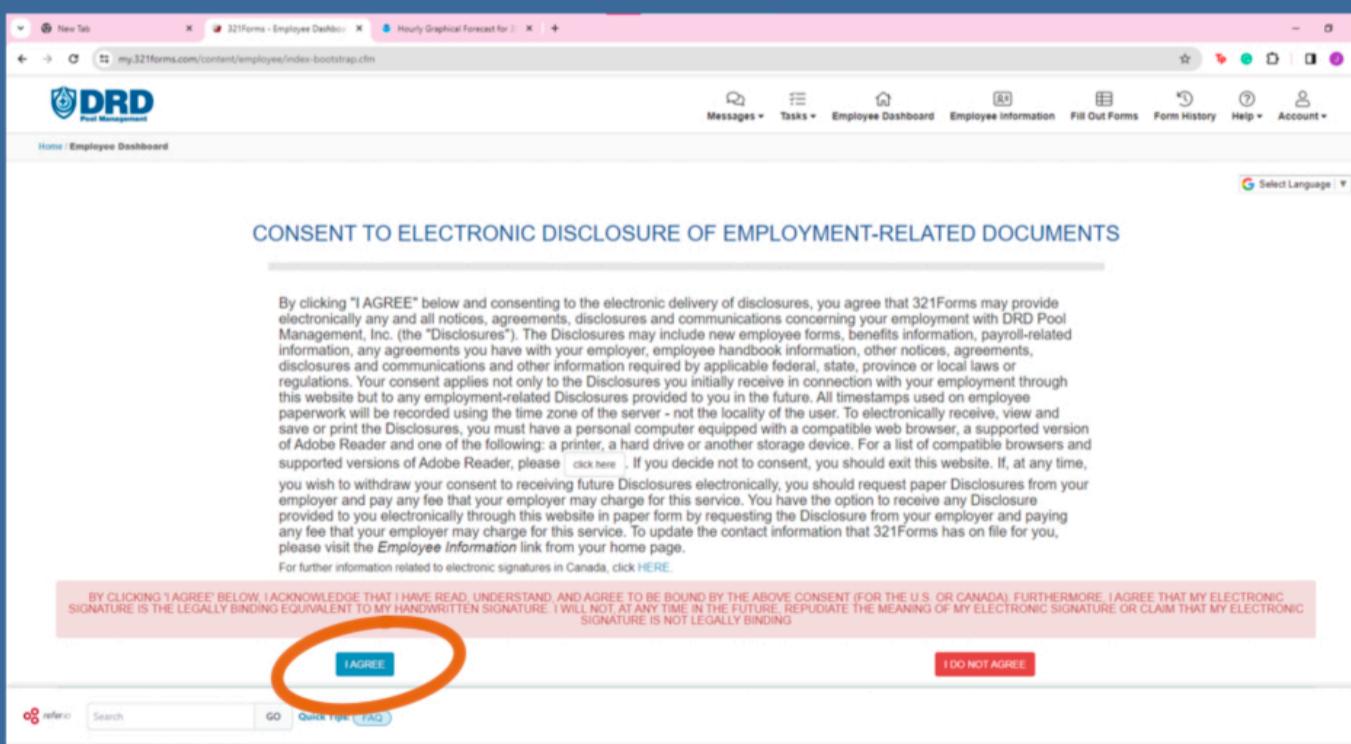
Secret Question \*

— SELECT QUESTION —

Secret Answer\*

Submit

Once you have created your account, you'll need to consent to electronic disclosure



DRD Pool Management

Home / Employee Dashboard

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Select Language

### CONSENT TO ELECTRONIC DISCLOSURE OF EMPLOYMENT-RELATED DOCUMENTS

By clicking "AGREE" below and consenting to the electronic delivery of disclosures, you agree that 321Forms may provide electronically any and all notices, agreements, disclosures and communications concerning your employment with DRD Pool Management, Inc. (the "Disclosures"). The Disclosures may include new employee forms, benefits information, payroll-related information, any agreements you have with your employer, employee handbook information, other notices, agreements, disclosures and communications and other information required by applicable federal, state, province or local laws or regulations. Your consent applies not only to the Disclosures you initially receive in connection with your employment through this website but to any employment-related Disclosures provided to you in the future. All timestamps used on employee paperwork will be recorded using the time zone of the server - not the locality of the user. To electronically receive, view and save or print the Disclosures, you must have a personal computer equipped with a compatible web browser, a supported version of Adobe Reader and one of the following: a printer, a hard drive or another storage device. For a list of compatible browsers and supported versions of Adobe Reader, please [click here](#). If you decide not to consent, you should exit this website. If, at any time, you wish to withdraw your consent to receiving future Disclosures electronically, you should request paper Disclosures from your employer and pay any fee that your employer may charge for this service. You have the option to receive any Disclosure provided to you electronically through this website in paper form by requesting the Disclosure from your employer and paying any fee that your employer may charge for this service. To update the contact information that 321Forms has on file for you, please visit the [Employee Information](#) link from your home page.

For further information related to electronic signatures in Canada, click [HERE](#).

BY CLICKING 'AGREE' BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE ABOVE CONSENT (FOR THE U.S. OR CANADA). FURTHERMORE, I AGREE THAT MY ELECTRONIC SIGNATURE IS THE LEGALLY BINDING EQUIVALENT TO MY HANDWRITTEN SIGNATURE. I WILL NOT, AT ANY TIME IN THE FUTURE, REPUDIATE THE MEANING OF MY ELECTRONIC SIGNATURE OR CLAIM THAT MY ELECTRONIC SIGNATURE IS NOT LEGALLY BINDING.

AGREE

I DO NOT AGREE

# #4

You will then be prompted to fill in your Legal Name and Birth Date

Welcome to the New Employee Dashboard!

The new employee dashboard is your home for viewing and accessing everything 321Forms.

The menus listed on the top of the page are designed to display your important information and allow you to quickly navigate to the areas of 321Form

Before filling out forms, we need you to enter some basic information about yourself. These standard questions contain the basic identity information ab

Please enter your name as it appears on your Social Security Card, Social Insurance Card, or a similar legal document.

\* First Name:  
Jake

If you have a middle initial, this field is REQUIRED. If no middle initial, please skip.

Middle Initial:

\* Last Name (without suffix):  
Test

\* Birth Date: ( Example: 10/31/1990 )  
mm/dd/yyyy

**Save**

\*Make sure everything is spelled correctly as this information will auto populate on all your forms

# #5

You are now ready to begin filling out your paperwork.  
321Forms simplifies the paperwork process for you by asking you a series of questions. Your answers will be used to fill in several forms at once saving you time and eliminating duplicates.

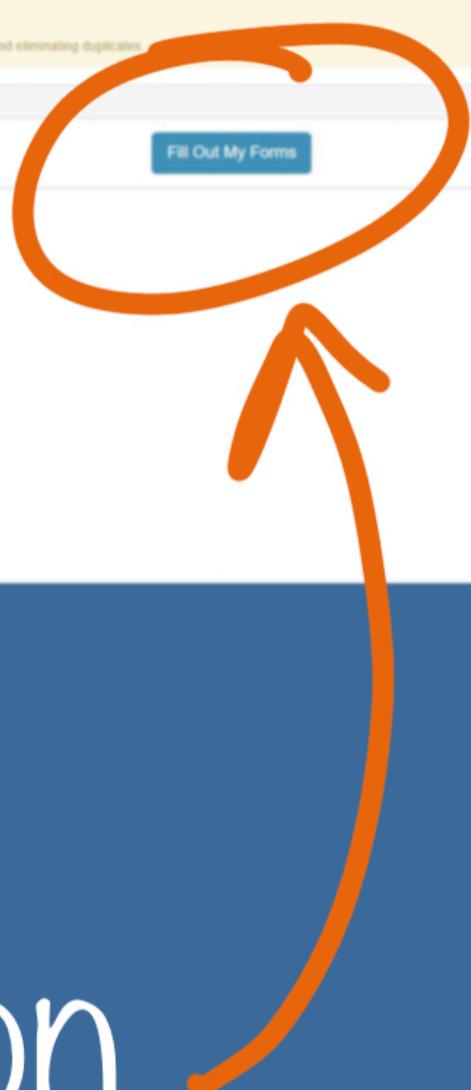
**Required Forms**

These forms are **required** and will need to be completed

Neglect, Harassment, and Abuse Policy  
Social Networking Policy  
Payroll Direct Deposit  
Work Permit Verification  
Policies Acknowledgement  
New Hire Personal Information  
Basic information about the employee  
Hepatitis B Vaccination  
Cell Phone/Electronic Device Policy  
Lifeguard Employment Contract  
I-9 (Expires 7/31/2026)  
Form I-9: Employment Eligibility Verification. New employees must present required identification documents to the employer.  
Maryland MW 507  
Tax withholding information for the state of Maryland  
W-4 - 2024  
Calculates income withheld for federal taxes.  
Time-Off Request Procedure

Ready?

**Fill Out My Forms**

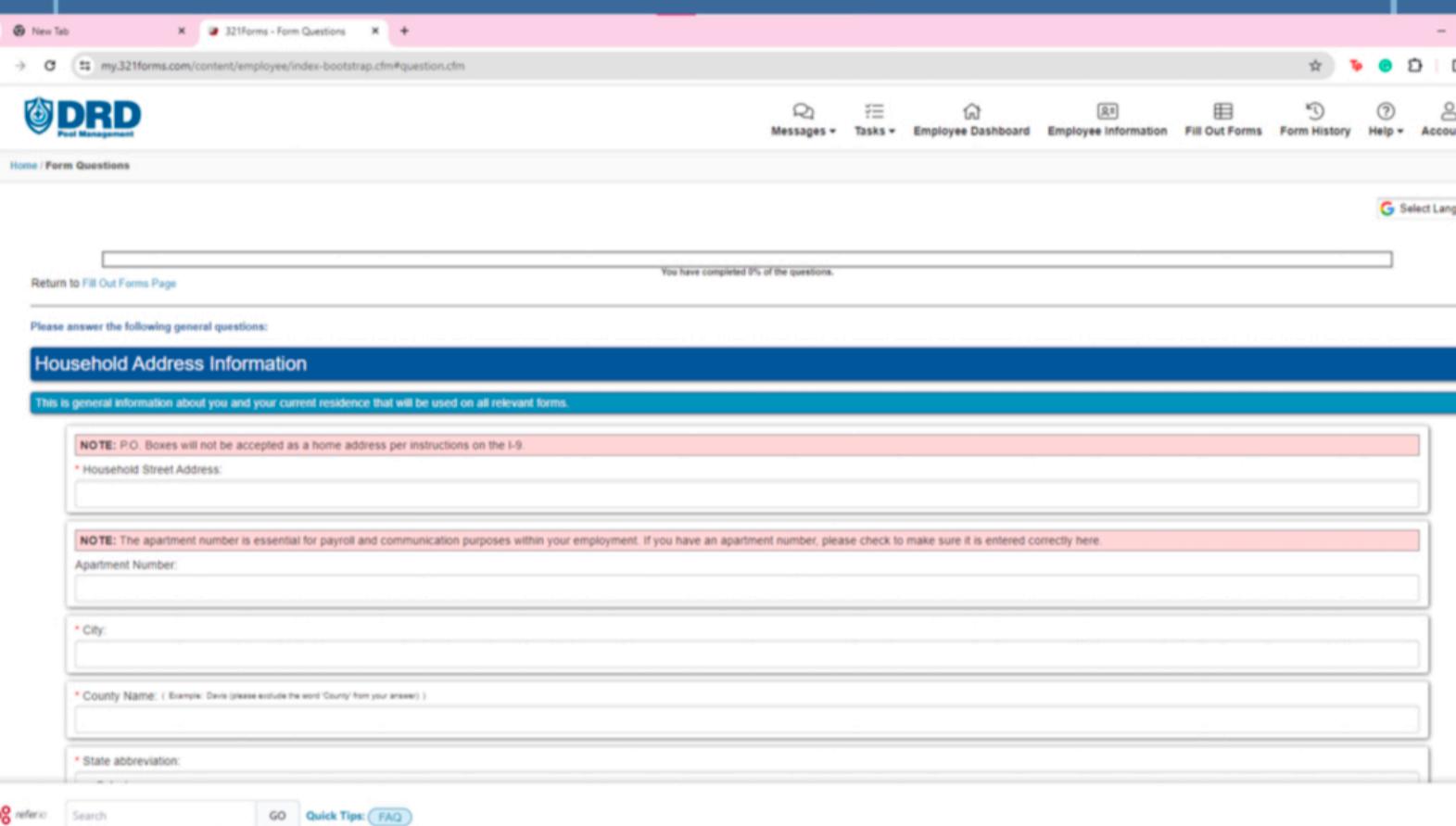


Click on

“Fill Out My Forms”  
to begin

# #6

Steps 6 thru 15 will require you to enter more information that will automatically populate on forms for you to review later



The screenshot shows a web browser window with the URL [my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm](http://my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm). The page is titled "321Forms - Form Questions". The header includes the DRD logo, navigation links for "Messages", "Tasks", "Employee Dashboard", "Employee Information", "Fill Out Forms", "Form History", "Help", and "Account". Below the header, the page content is as follows:

Return to [Fill Out Forms Page](#) You have completed 0% of the questions.

Please answer the following general questions:

**Household Address Information**

This is general information about you and your current residence that will be used on all relevant forms.

**NOTE:** P.O. Boxes will not be accepted as a home address per instructions on the I-9.

\* Household Street Address: \_\_\_\_\_

**NOTE:** The apartment number is essential for payroll and communication purposes within your employment. If you have an apartment number, please check to make sure it is entered correctly here.

Apartment Number: \_\_\_\_\_

\* City: \_\_\_\_\_

\* County Name: ( Example: Davis (please exclude the word 'County' from your answer) ) \_\_\_\_\_

\* State abbreviation: \_\_\_\_\_

refer to [Search](#) [GO](#) [Quick Tips: FAQ](#)

Enter in your current household address including apartment number if applicable

# #7

## Basic Information

The screenshot shows a web browser window with the URL [my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qi=10](http://my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qi=10). The page title is "321Forms - Form Questions". The header includes the DRD Pest Management logo, navigation links for "Messages", "Tasks", "Employee Dashboard", "Employee Information", "Fill Out Forms", "Form History", "Help", and "Account". Below the header, a progress bar indicates "You have completed 8% of the questions." A sub-header says "Please answer the following general questions:". A blue header bar says "Basic Information". The form fields include:

- Legal Sex:  Female,  Male,  Other. (Clear my answer button)
- Name You Prefer to be called: (Text input field)
- \* Social security number: (Text input field) (Example: 111223333)
- \* Please Re-Enter To Confirm: (Text input field) (Re-Enter SSN/SIN)
- Preferred Pronoun(s): (Select dropdown menu) (Select)

At the bottom are "Search", "GO", "Quick Tips", and "FAQ" buttons.

★ It is very important to enter your social security number correctly - please double check that your ssn is correct ★

You will also enter your Legal Sex, Preferred Name, and Pronouns at this time

# #8

## Work Permit

If you are under 18, you are required to have a work permit

DRD Pool Management

Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Home / Form Questions

You have completed 12% of the questions.

Please answer the following general questions:

**Basic Information Continued**

**You are required to get a work permit to work at DRD.**  
For further clarification, please click [HERE](#) to view the **Work Permit Verification** form.

Do you have a valid work permit to work at DRD Pool Management?

Yes  
 No (please see further instructions)

[Clear my answer](#)

If you have already received a Control Number, enter it in the box below.  
If you have not, please click on the link to obtain one. You will enter **Type of Business** as: Arts, Entertainment & Recreation  
Link: <https://www.dlr.state.md.us/ChildWorkPermit/web/content/Home.aspx>

Control Number:

Save and Continue

If you brought a Work Permit to your interview, select “Yes”

If not, select “No” and follow the link to create a Work Permit

The employee and a parent/guardian must sign the Work Permit

Be sure to save the signed document once completed; you will need to upload it at the end

# #9

## I-9 Information

New Tab 321Forms - Form Questions JWPDOCS|Employee Hire Do... +

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qi=16

DRD  
Personnel Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Home / Form Questions Select Language

Return to Previous Page of Questions You have completed 14% of the questions.

Please answer the following general questions:

**I-9 (Employment Eligibility Verification) Information**

The next questions are needed to determine your eligibility for employment. If you cannot or choose not to answer a question, please type N/A (not applicable) instead of leaving a box blank.

You can view a copy of the I-9 and List of Acceptable Documents by [clicking here](#)

You can view a copy of the Instructions for Form I-9 by [clicking here](#) 

Please enter all other LAST names used, including maiden name. Please do **NOT** list your current last name:

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

\* Check one of the following boxes to attest to your citizenship or immigration status: 

1. A citizen of the United States  
 2. A noncitizen national of the United States  
 3. A lawful permanent resident

refer to Search GO Quick Tips: [FAQ](#)

This information is used to verify  
your identity and legal authorization  
to work in the United States

 Please note: 321Forms  
has included instructions  
to help with this step

# #10

## W-4 Tax Information

New Tab 321Forms - Form Questions 321Forms Employee Hire Do... +

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qi=64

DRD  
Personnel Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account \*

Home Form Questions Select Language

Return to Previous Page of Questions You have completed 50% of the questions.

Please answer the following general questions:

**W-4 Tax Information (Federal Tax)**

Your answers to these questions will determine the amount of federal tax that will be taken out of your paycheck.

You may view a list of [FAQs](#) for the recently revised version of the W-4, including explanations of and instructions for the new changes to the form, by [clicking here](#) 

You may [view and/or print](#) a copy of the entire W-4 form, including the Deductions Worksheet and the Multiple Jobs Worksheet, which will assist you in determining your answers, by [clicking here](#) 

If you would like to perform the calculations yourself, you may do so by [clicking here](#). (Answers will not carry over to the form.) 

If "Yes," you are a Nonresident Alien, please carefully review [Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens](#) before completing this form. Many fields must be filled out differently if you fall in this category.

Are you a Non-Resident Alien (NRA)?

Yes  No

[Clear my answer](#)

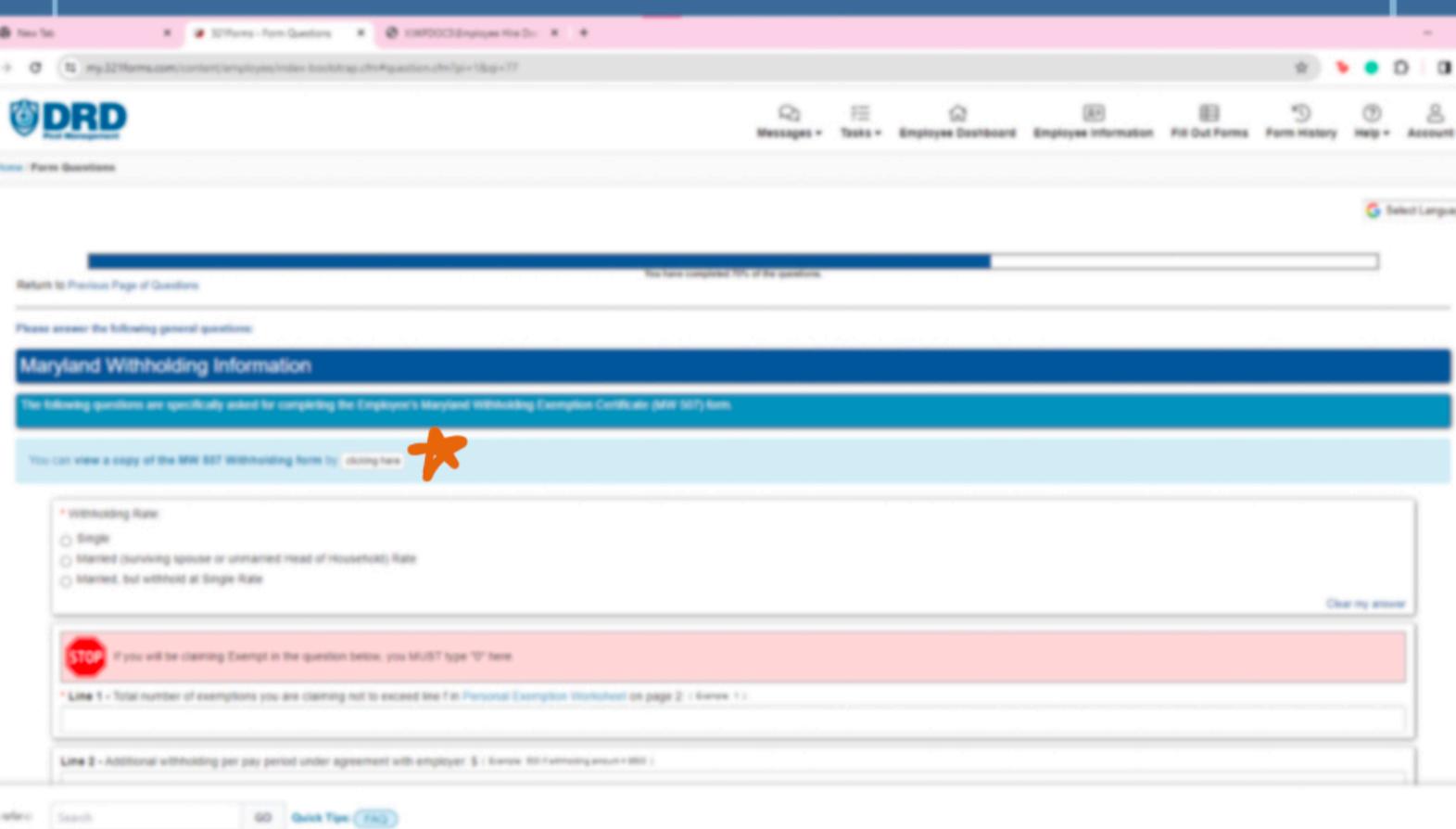
Search GO Quick Tips: [FAQ](#)

This information lets your employer know how much money to withhold from your check for **FEDERAL** taxes

 321Forms has   
included 3 resources  
to help with this step

# #11

## MW507 Information



Return to Previous Page of Questions

Please answer the following general questions:

**Maryland Withholding Information**

The following questions are specifically asked for completing the Employee's Maryland Withholding Exemption Certificate (MW507) form.

You can view a copy of the MW 507 Withholding Form by [clicking here](#) 

Withholding Rate:

Single  
 Married (surviving spouse or unmarried Head of Household) Rate  
 Married, but withheld at Single Rate

**STOP** If you will be claiming Exempt in the question below, you MUST type "0" here.

Line 1 - Total number of exemptions you are claiming not to exceed line 7 in Personal Exemption Worksheet on page 2 - Answer: 1  
Line 2 - Additional withholding per pay period under agreement with employer: \$1 - Answer: 00 (Withholding amount = \$00)

Search GO Quick Tips 

This information lets your employer know how much money to withhold from your check for STATE taxes

 321Forms has included the option to view a blank form to assist you

# #12

## Emergency Contact

DRD Pest Management

Employee Hire Doc

my.321forms.com/content/employee/index-bootstrap.cfm?pi=1&qi=91

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Return to Previous Page of Questions You have completed 53% of the questions.

Please answer the following general questions:

**Emergency Contact Information**

Please enter the information of a friend or relative that can be reached in case of an emergency.

Name of Emergency Contact:

Relationship:

Primary Phone Number. ( Example: 801-555-1234 )

Save and Continue

Search GO Quick Tips: FAQ

Please provide a point  
of contact for DRD in  
case of emergencies

# #13

## Payment

New Tab 321Forms - Form Questions l:\WPDOCS\Employee Hire Doc +

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qi=94

 DRD Pool Management

Messages Tasks Employee Dashboard Employee Information Fill Out

Home / Form Questions

Return to Previous Page of Questions You have completed 88% of the questions.

Please answer the following general questions:

**Company - Payment Options**

The following questions will assist you in determining your preferred method of payment.

How would you like to receive your paycheck?

Direct Deposit

Printed Check (NOTE: Direct Deposit is recommended by DRD Pool Management. If you select Printed Check, you acknowledge that the printed check will be subject to USPS delivery and be received after pay day.)

Save and Continue

Search GO Quick Tips: [FAQ](#)

“Pay Day” is on every other Friday (bi-weekly)

---

Printed checks will be mailed out on “pay-day”

# #14

## Payment: Direct Deposit

New Tab 321Forms - Form Questions Employee Hire Doc +

my.321forms.com/content/employees/index-bootstrap.cfm#question.cfm?pi=1&qj=106

DRD Pest Management

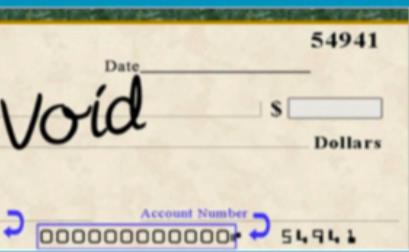
Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Please answer the following general questions:

### Company - Direct Deposit

The following questions will allow you to allocate your payroll into your bank account.

If directed to do so by your employer, please remember to bring a voided check or savings deposit slip with you to your first day at work. You may find information such as the account number and routing number in the following locations on your check:



My Checks  
123 Circle Ave  
Townsville NY, 54321

Pay to the  
order of

Void

54941

Date \_\_\_\_\_

\$ \_\_\_\_\_

Dollars

memo Routing Number Account Number

32522212 54941

Type of Account:  
 Checking  
 Savings

Clear my answer

Routing/Transit Number:

Account Number:

Search GO Quick Tip: [FAQ](#)

Be sure to enter your  
correct banking  
information to get paid

If you selected “Printed  
Check” you will skip this step

# #15

# Hepatitis B Vaccine

New Tab 321Forms - Form Questions 11WPOOC5|Employee Hire Do... +

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qid=106

DRD Pool Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Return to Previous Page of Questions You have completed 90% of the questions.

Please answer the following general questions:

**DRD Pool Management - Hepatitis B Vaccination**

The following question will assist you in completing a Hepatitis B Vaccination form.

**Instructions:**  
Complete the Employee Information below. Determine whether or not you wish to you receive the vaccine at no charge. Information on the vaccination is provided on the website of Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/hepatitis/hbv/>. Then, check either the "Acceptance" or "Declination" section below and submit.

**Hepatitis B Vaccination Acceptance** - I understand that due to my occupational exposure to blood or other potentially infectious material (OPIM), I may be at risk of acquiring hepatitis B virus (HBV) infection. I acknowledge that I have been provided information on the hepatitis B vaccine (link is found above), including information on its effectiveness, safety, method of administration, and the benefits of being vaccinated. I have been given the opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself.

I understand that I am responsible for scheduling an appointment at any Patient First medical facility (<https://www.patientfirst.com>) and keeping my appointments to receive the hepatitis B vaccine in accordance with the recommended series (three vaccination series: second vaccine one month after first vaccine, and third vaccine within five months of second vaccine).

**Hepatitis B Vaccination Declination** - I understand that due to my occupational exposure to blood or other potentially infectious material (OPIM), I may be at risk of acquiring hepatitis B virus (HBV) infection. I acknowledge that I have been provided information on the hepatitis B vaccine (link is found above), including information on its effectiveness, safety, method of administration, and the benefits of being vaccinated. I have been given the opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself. However, I decline the hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B. If in the future I continue to have occupational exposure to blood or OPIM and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\* Please select one of the following options:

I Accept the Hepatitis B Vaccination  
 I Decline the Hepatitis B Vaccination

Clear my answer

Save and Continue

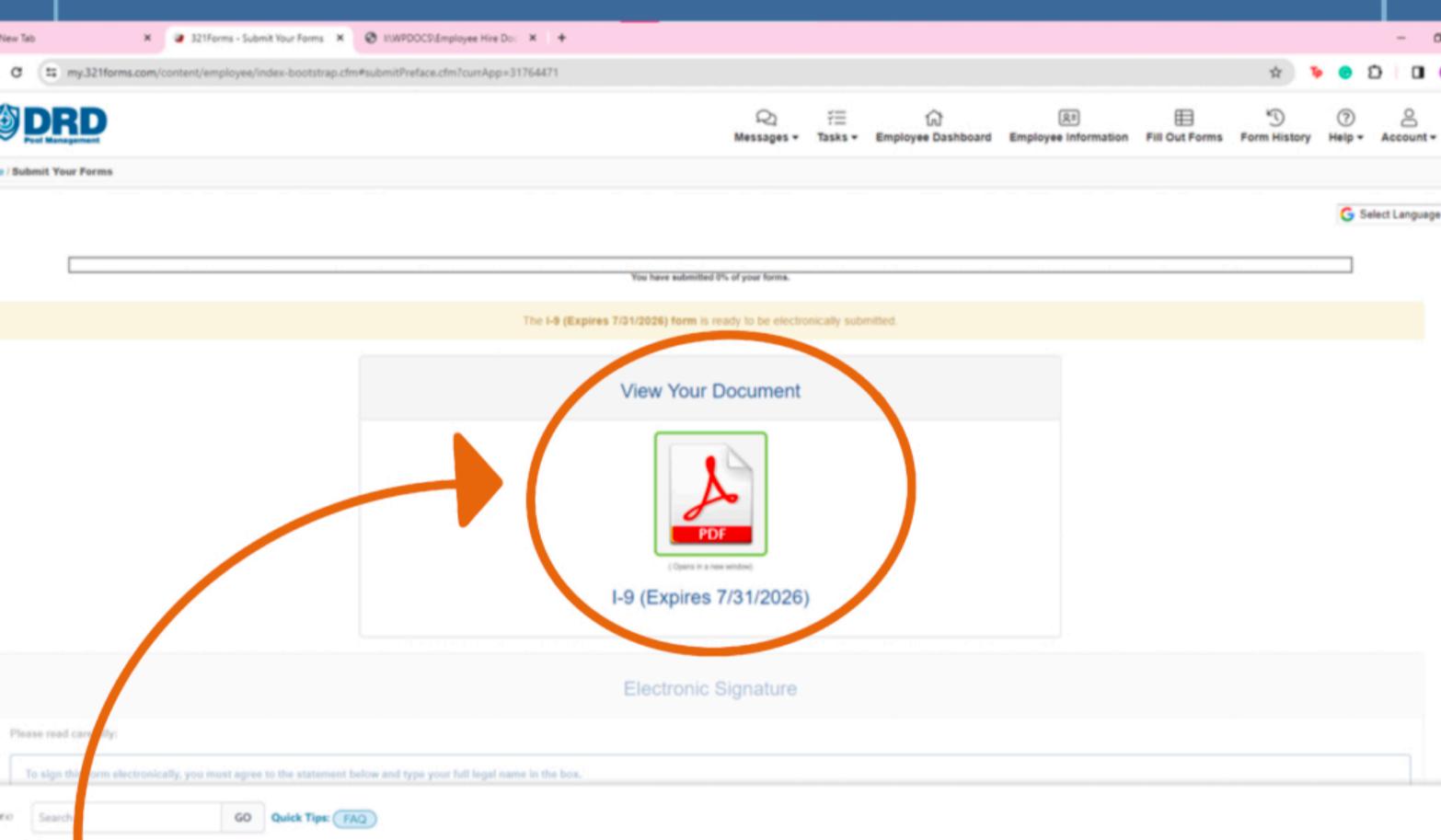
Search GO Quick Tips: [FAQ](#)

Read over all information  
in the red box and  
select your choice

# #16

## Review and Sign

Now that you have entered all your information, you must review and electronically sign all 14 documents



The I-9 (Expires 7/31/2026) form is ready to be electronically submitted.

View Your Document

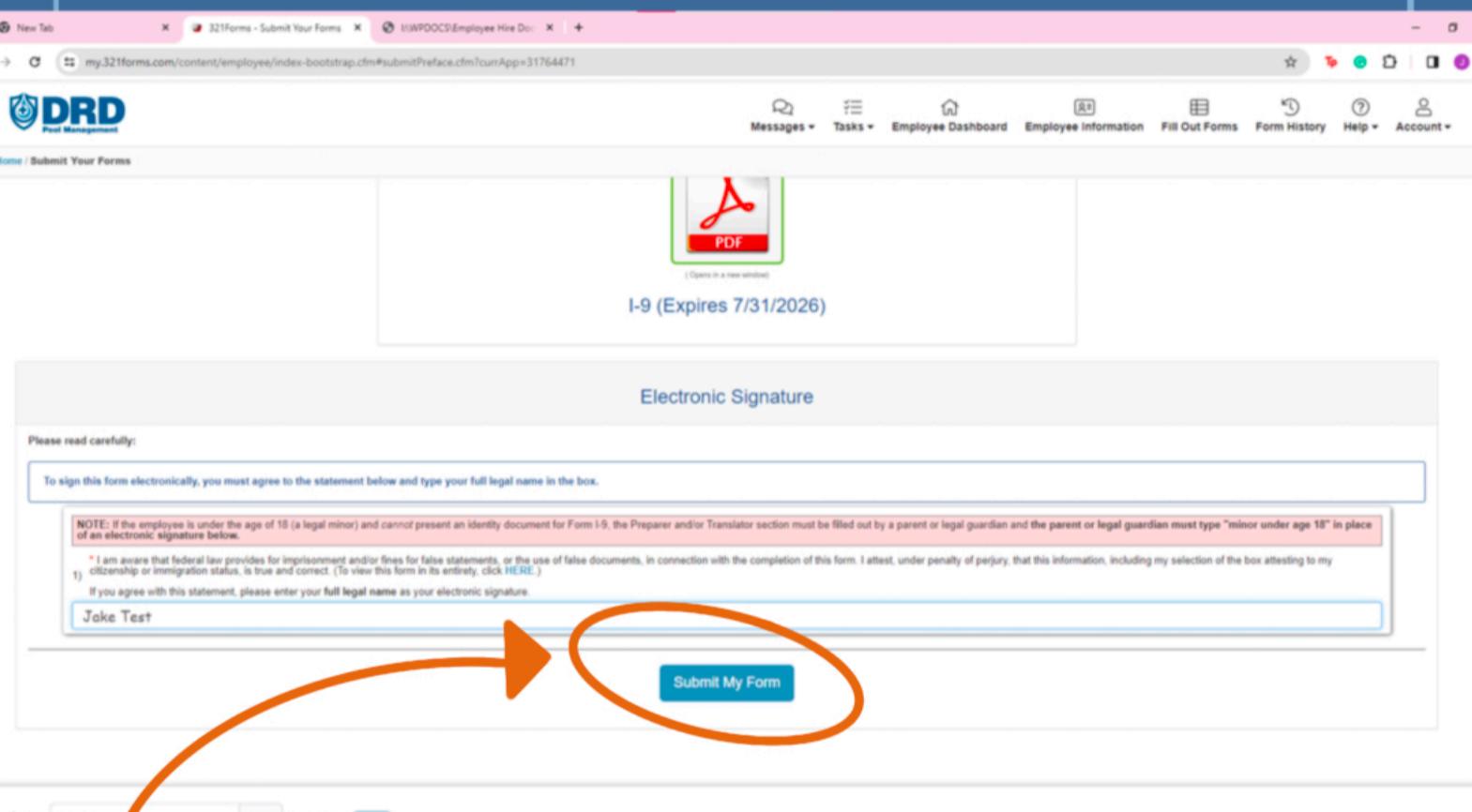
(Opens in a new window)

I-9 (Expires 7/31/2026)

Click here to view the document

# #17

After you review each form,  
you'll need to sign them



my.321forms.com/content/employee/index-bootstrap.cfm#submitPreface.cfm?currApp=31764471

DRD  
Personnel Management

Employee Dashboard Employee Information Fill Out Forms Form History Help Account

I-9 (Expires 7/31/2026)

Electronic Signature

Please read carefully:

To sign this form electronically, you must agree to the statement below and type your full legal name in the box.

NOTE: If the employee is under the age of 18 (a legal minor) and cannot present an identity document for Form I-9, the Preparer and/or Translator section must be filled out by a parent or legal guardian and the parent or legal guardian must type "minor under age 18" in place of an electronic signature below.

I aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct. (To view this form in its entirety, click [HERE](#).)

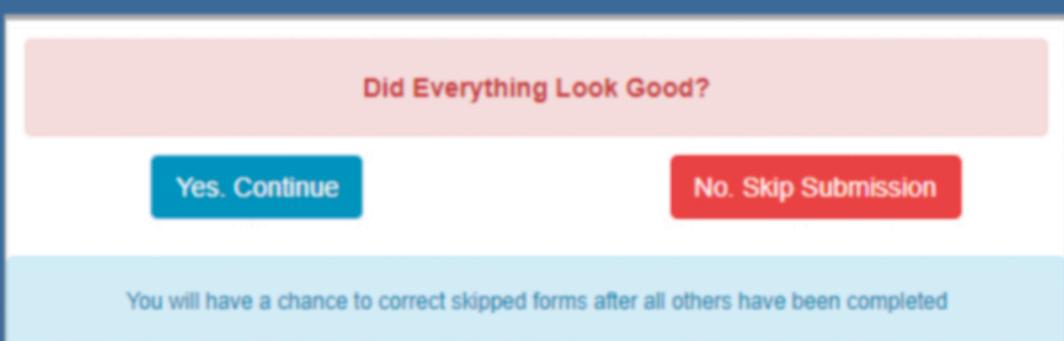
If you agree with this statement, please enter your full legal name as your electronic signature.

Jake Test

Submit My Form

Click "Submit" when done

Then confirm if everything looks good;  
if not, you can redo that information later



#18

Repeat steps  
16 and 17 for  
all 14 forms

# #19

If you skipped any forms, you will be prompted to redo them

The screenshot shows a web browser with the DRD Employee Management system. The URL is my.321forms.com/content/employee/index-bootstrap.cfm#submitPreface.cfm. The page displays a green success message: "You have successfully submitted or viewed your forms!". Below this, a blue header bar says "Skipped Forms" with the sub-instruction: "Below is a list of forms that you chose not to submit. Please select all of the forms to which you would like to make adjustments." A table row for "New Hire Personal Information" is shown, with the word "REQUIRED" in red at the end of the row. A "Continue" button is visible at the bottom left.

You will then need to review and sign them

The screenshot shows a web browser with the DRD Employee Management system. The URL is my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=2&qi=1. The page displays a green success message: "You have completed 100% of the questions." Below this, a blue header bar says "Almost Finished!" with the sub-instruction: "The final step is for you to view, sign and submit your paperwork. Click on the "View & Sign Documents" button below to sign each document." A table row for "New Hire Personal Information" is shown, with a "View & Sign Documents" button at the bottom. A large blue rectangular box covers the bottom portion of the page.

# #20

This page means you are  
done filling out your forms!

You have successfully submitted or viewed your forms!

Name	Submitted	Status
Neglect, Harassment, and Abuse Policy	1:21:00 PM EST	Approved
Social Networking Policy	1:21:00 PM EST	Approved
Payroll Direct Deposit	1:20:00 PM EST	Approved
Work Permit Verification	1:20:00 PM EST	Received
Policies Acknowledgement	1:24:00 PM EST	Approved
Hepatitis B Vaccination	1:25:00 PM EST	Approved
Cell Phone/Electronic Device Policy	1:21:00 PM EST	Approved
Lifeguard Employment Contract	1:25:00 PM EST	Approved
I-9 (Expires 7/31/2026)	1:18:00 PM EST	Received
Maryland MW 507	1:19:00 PM EST	Received
W-4 - 2024	1:19:00 PM EST	Received
Time-Off Request Procedure	1:22:00 PM EST	Received
Time Clock Information	1:25:00 PM EST	Approved
New Hire Personal Information	1:28:00 PM EST	Approved

If the DRD Office needs any updated documentation, you can upload them here

\*\*Make sure all documents are current (unexpired)

If you created a Work Permit on step #8  
you need to upload a signed copy here

Still need help?

Call the DRD Office

at

(410) 785-7665