



FROM THE DESK OF . . . VAL RONQUILLO

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NEW HIRE MEETING Overview

Welcome to the City of Billings!

New hire meetings are typically held on Mondays at 8:00 a.m. in Human Resources which is located at City Hall, 210 N. 27th Street. This meeting will take approximately two (2) hours, depending on questions and the number of new hires. Hiring and benefits paperwork will be handled in this meeting.

Parking is available in the Park 3 parking garage located on 2nd Avenue North between Broadway and 27th Street. Be sure to bring your parking ticket to the meeting to be validated.

New hires will also be scheduled to attend a New Employee Orientation, which is typically held the 3rd Wednesday of the month.

→**PLEASE provide this document to your New Hire in advance of their start date so they know what to bring to their meeting:**

- Driver's License
- Social Security Card:
 - If you cannot find your social security card, you must go to the Social Security Administration located at 2900 4th Avenue North, Room 100 and file for a new card. The Social Security Administration will issue you a letter that you will need to bring with you in lieu of your Social Security Card. Once you receive your new card, please bring it to HR so they can make a copy of it.
- Voided check:
 - Paydays are every two weeks on Fridays. In order to set up your payroll direct deposit, a voided check or a document from your bank showing the routing number and account number is required.
- Beneficiary Information for Retirement(MPERA) & Life Insurance:
 - You will need to bring for both primary and contingent beneficiaries their full name, addresses, social security numbers, birthdates.
- Health Insurance Dependent information:
 - All 20+ hr. *permanent* employees are **REQUIRED** to participate in the *medical* portion of the health insurance plan options. If you opt to sign your dependents to the insurance, you will need to bring:
 - Copy of marriage certificate as proof of legal marriage. *(if covering married spouse)*
 - Copy of child(ren)'s birth certificate(s) as proof of legal parent or legal documentation as guardian. *(if covering dependent children under age 26)*
 - Social security numbers & birthdates
- Copies of insurance cards:
 - If you or any of the dependents you put on the city health insurance plan(s), plan on being double insured, you will need to provide a photo copy (front & back) of their other insurance card so that EBMS will know how to process the coordination of benefits.

Human Resources Division:
Karla Stanton, HR Director
Leta Lintern, HR Associate/Benefits Coordinator
JoLynn Yerger, HR Associate/Risk & Safety Officer
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