

# Important Contact Information

Employee Name

First Name:

Last Name:

Do you prefer to be called by a nickname?

## Emergency Contact

Emergency Contact (first name, last name and relationship)

Name:

Relationship:

Emergency Contact Phone Number

## BambooHR

We use an online Human Resources program called BambooHR to stay connected with our employees. We use it for company announcements, tracking your personal information and to track time off requests. An email will be sent to your personal email address with instructions on how to log in. Log in and confirm your information within 24 hours of receiving your email. If you go beyond 24 hours, you will need to contact the office to reset your password again. Anytime your personal contact information changes, like your address, phone number, email, Emergency Contact, etc. you are required to update BambooHR yourself and right away. Important information is sent to your email address including time off requests and notifications. All requests for time off must be requested by you using the BambooHR app. The app is easy to use and you will get instructions on how to find and download the app when you first log in.

I understand that using BambooHR is a requirement and that I must keep my contact information updated.

## Phone Numbers for Key Contacts

Please add these phone numbers to your contacts in your phone right now.

Sick Days or Running Late. **You must call BEFORE 7:00 AM:** 770-790-4979, extension 6

Questions with Training: Kennesaw office Area Mgr: Deborah Davis (470) 547-6448  
Duluth & Stone Mountain office Area Mgr: Crystal Nickels (678) 720-6208

## Text Message Consent

I give permission to text me with any work related matters. I can opt out at any time by replying STOP to any text message

I do NOT give permission to text me.

## Signature

Employee Signature:

Date