



# Confirmation of Completion of Paperless Pre-Hire Documents

Employee confirms that the following forms have been completed in the Employee Self-Service (ESS) application of IRIS Advanced as part of their onboarding process as a ☐ New Hire / Rehire OR ☐ Departmental Transfer:

- Employee Address (ADDR)
- Emergency Contact Information (EMER)

If you are a rehired employee returning to State of Alaska service and your address information in the **Employee Self-Service (ESS)** application is correct, please check this box. ☐

*Please be advised that employees will not receive their first paycheck without an address on file.*

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
PCN

*This form is to be completed by the employee and submitted with the Onboarding packet to Payroll Services in the Department of Administration, Division of Finance.*