

ARROW

TRUCK SALES

It is with great pleasure that we welcome you as a new employee to Arrow Truck Sales. We are pleased that you have chosen to join our team. We would like to ensure you have the resources necessary to make your onboarding as seamless as possible and we are available to assist you with any questions.

To ensure accurate and timely payment of wages, the following documents MUST be returned WITHIN 5 BUSINESS DAYS via email to hrrsconboarding.us@volvo.com or via fax to (336) 393-4426. Failure to return these documents will result in a delay in your ability to start and/or receive your paycheck. Questions regarding the contents of this new hire documents should be sent to hrrsconboarding.us@volvo.com.

Document Name	Details
Signed Offer Letter	Must be returned within 5 business days of receipt.
HR Information Worksheet	Please remember to sign this document BEFORE submitting
Invitation to Self-Identify – Disability	This form is voluntary
Invitation to Self-Identify – Veteran Status	This form is voluntary
Invitation to Self-Identify – Race/Ethnicity	This form is voluntary
Federal W-4 Tax Form	Fields 1, 2, 3, 5 and signature are required BEFORE submitting this form
State Tax Form (if applicable)	Please refer to instructions included on form
ADP Direct Deposit Form W/Voided Check	Employee ID, Employee File Number, and Comp. Code field may be left blank. All other field required.
Items to return on or before First Day	
Copy of Visa	Applies ONLY to foreign local hires and individuals with OPT/CPT Status (F1)
I-9 Employment Verification	This electronic document <u>MUST</u> be completed <u>BEFORE YOUR FIRST DAY OF EMPLOYMENT.</u> Instructions were included in the email that contained your offer letter. <u>NO EXCEPTIONS.</u>
Remainder of All Applicable Documents	

Again, welcome to Arrow Truck Sales.