



Human Resources Team Communication

WELCOME TO FORT BEND COUNTY

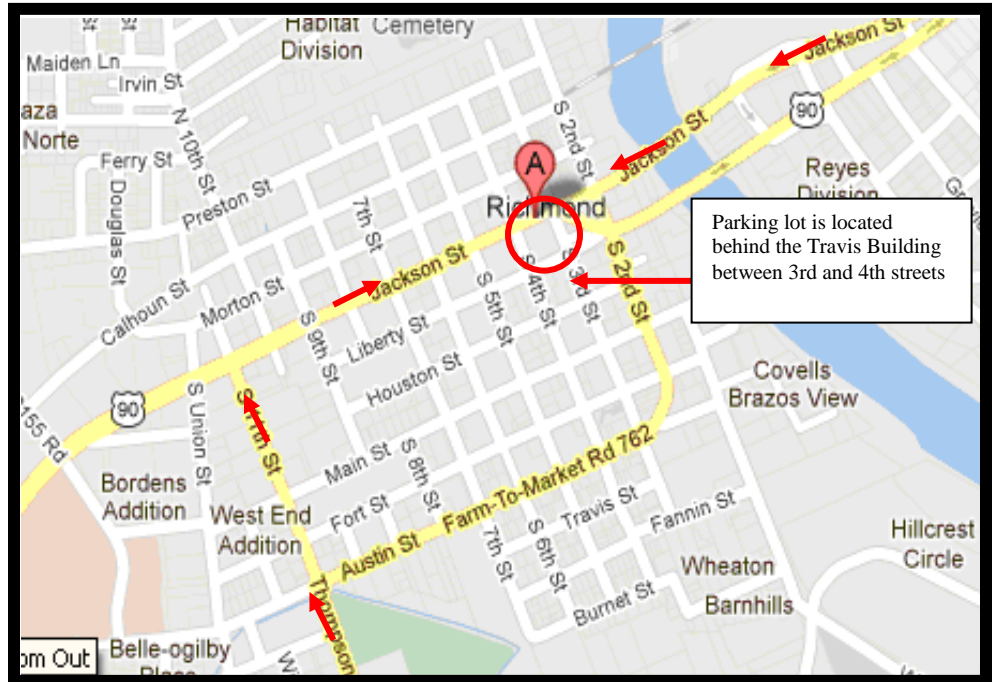
**Fort Bend County
William B. Travis Building
301 Jackson Street, Richmond, TX 77469**

Directions via US 59 South:

- Take US 59 South
- Exit FM 762 (Richmond exit)
- Turn right on FM 762/ Thompson Hwy
- Proceed on FM 762 until you reach Hwy 90A (Jackson Street)
- Turn right on US 90A (Jackson Street)
- The seven story William B Travis building is on the right at 301 Jackson Street, Richmond, TX just past the historic courthouse
- Turn right at the signal light at 3rd street to reach the parking lot behind the Travis building
- Orientation is held on the 6th floor in the William B Travis building.

Directions via US 90A:

- Take US 59 South
- Exit Corporate / US 90 / Stafford
- Turn right on US 90A W
- Proceed on Hwy 90A approx. 10 miles until you pass over the Brazos River Bridge
- The seven story William B Travis building is visible ahead on the left as you cross the bridge
- Turn left at the 2nd signal light at 3rd street to reach the parking lot behind the Travis building
- Orientation is held on the 6th floor in the William B Travis building.



Note: Take 3rd street to Liberty Street to arrive at the parking lot behind the building. Handicap parking is available along Liberty Street between 3rd and 4th streets. Enter the Travis building from the side doors near the corner of 3rd street and Liberty Street or at the side doors between the Travis Building and the historic courthouse. Follow the hall to the elevators and proceed to the 6th floor.

Start Time:

Full and Part Time employees begin at 8:00 a.m. **Please plan on arriving at least 5 minutes before 8:00 a.m.**

What to Bring:

- Bring acceptable documents for employment eligibility verification (see next page for listing). Please bring either one item from List A or one item from both List B **and** List C. Documents must be unexpired and must match your name. Only original documents are accepted.
- Bring your emergency contact information (i.e. work & cell phone numbers, address and email addresses etc.)
- Bring banking information (voided check), bank name, routing number and account number for your direct deposit
- Bring beneficiary information (social security numbers, dates of birth)
- **Information regarding Form W-4.** You will complete the W-4 at orientation so that Payroll can withhold the correct federal income tax from your pay. It may be beneficial to take a look at the W-4 and instructions in advance so that you will know what to complete during orientation. Here is a link: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

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HumanResources@fortbendcountytexas.gov



**LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.