



Self-Hired Employee Information Sheet

Self-Direction Participants Name: _____

Employees Name: _____

Employees Email: _____

Employees Phone Number: _____

Employees Budget Line Identifier (for internal use): _____

Will the employee be working Respite? If so, what is the rate of pay?

Yes ____ No ____ Rate of pay \$ _____

Will the employee be working Community Habilitation?

Yes ____ No ____ Rate of pay \$ _____

Will the employee be driving the self-direction participant?

Yes ____ No ____

If yes, employees will be required to upload proof of insurance into Paycom.

Please note that the information on this sheet will be used to add the employee into Paycom, please ensure all information is accurate and up to date

If you are hiring a family member, please be aware of the following rules and regulations

- The family member must be at least 18 years old.
- The family member cannot be the participant's parent, legal guardian, spouse, or child.
- A Self-Hired staff, family member or not can NOT reside in the same household

If you need any additional information, please contact the staffing coordinator
SDStaff@childrenatplayeic.org