



Welcome to LCD Communications, as one of our new employees you will have the opportunity to receive benefits. Your new hire packet will provide you with all the tools necessary to sign up for you new plans that will be effective in accordance with our hiring policy.

It is important that you review your information in a timely matter, and return your forms to Laura Greenspan in the H.R. department . This will ensure your enrollment in the benefits provided by LCD goes smoothly and that you and your family have i.d. cards in your hands by the first of the month that you are effective for coverage. If at any time you have difficulty understanding the benefits provided to you, please feel free to go to our benefits website, or contact the H.R.Dept for further explanation.

We look forward to adding you to our staff and hope that you take pride in our company in the way that we do.

Thank you,

William James

President



Please complete all required forms.

Medical Plan Enrollment Form (required)

Dental Plan Enrollment Form (required)

Vision Plan Enrollment Form (required)

Federal –W4 (required)

Federal I-9 Form (required)

State Withholding Form (required)

The following included documents are also required reading:

LCD Employee Handbook

Employee Rights: COBRA, FMLA, HIPAA Rules

Holiday Schedules and Vacation Policy

Please Sign the New Hire Information Confirmation form confirming the following:  
That you have read, understand, and will abide by the company policies in our handbook

That you have read and understand your employee rights

That you are aware of our Holiday Schedule and Vacation Policy

Keep the LCD Employee Handbook, the copy of your employee rights, and the

Holiday Schedule. Return all other signed forms in a 9x12 envelope. Use the mailing label on the last page.

Questions: contact our human resources department on (123) 456-7890