



## STATE-SPECIFIC FORMS & DOCUMENTS

Please provide these documents to all new employees at the time of hire or by the end of the first pay period.

### **DWC Time of Hire Pamphlet:**

This document serves as the mandatory notice to new employees. If there are Spanish-speaking employees, the pamphlet must be made available in both English and Spanish. To complete the form, on Page 3 of the document please enter the name and address of a nearby medical network provider. You may access an MPN provider listing at our website at [omahanational.com](http://omahanational.com). Also, enter the address of the nearest Division of Workers' Compensation Information and Assistance Unit. The Division posts a listing of its Information and Assistance Offices on its website at [dir.ca.gov/dwc/landA.html](http://dir.ca.gov/dwc/landA.html).

### **Employee Acknowledgement Form – Part One:**

Have all new employees complete and sign part one of this form to show they received the Time of Hire Pamphlet and the Predesignation form. Save the signed form with the employee's records.