



# WELCOME TO LANDRUM PROFESSIONAL!

## Who is Landrum Professional Employer Services, Inc.

Landrum Professional is a Professional Employer Organization. Landrum Professional has formed a relationship with your job-site employer to provide human resource services to you. Landrum Professional will be responsible for your payroll, benefits, assists with personnel administration, and workers' compensation claims management. Even though you will be paid through Landrum Professional, your job-site employer will continue to maintain day-to-day control and supervision of your work, and will make decisions concerning your employment and compensation. This relationship is referred to as a co-employer relationship.

## What are my responsibilities?

This packet includes important items for you to complete so that you may become eligible to be paid by Landrum Professional, and receive the many benefits Landrum Professional has to offer.

**It is important to know that you will not be considered co-employed by Landrum Professional until all items in this packet are completed and received by Landrum Professional.**

Landrum Professional is the employer of record for tax purposes, so we will maintain all personnel, payroll and tax records. Since the items in this packet will become part of your personnel file, it is very important that you be as thorough and accurate as possible when completing these forms. If there are ever any changes in the information you are providing, please contact Landrum Professional immediately to avoid any unnecessary delays in processing your payroll. You should promptly notify us of address changes to ensure that your W-2 form and other vital information reach you in a timely manner.

## Questions?

If you have questions about any of the forms in this packet, feel free to call Landrum Professional's Human Resources Department, and we will be happy to assist you.

### **IMPORTANT!**

**Once you have completed all of the new hire paperwork, please take the completed packet to your new employer and have them sign and verify Section 2 of the I-9 (Employer Review and Verification) and the Employment Data form, and then fax or mail the completed packet to the address below. Again, welcome!**

### **Landrum Professional Employer Services, Inc**

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