

Employee Checklist

Code	Description / Notes	Received	Required
Baker, Kathryn Louise			
	0012		
401KBENE	401K Retirement Plan Beneficiary		
APPLICAT	Application for Employment	2/3/2000	X
EMERG	Emergency Contact	2/3/2000	X
HANDBOOK	Company Handbook	2/3/2000	X
MEDICAL	Medical Plan	2/3/2000	X
OFFERLTR	Offer Letter, signed	2/3/2000	X
ORIENT	Orientation Checklist	2/3/2000	X
PAN	Personnel Action Notice	2/3/2000	X
PROPRIET	Employee Proprietary Information		