

Offer Packet Checklist

Please read the Offer Packet Checklist completely as your offer of employment is contingent upon immediate and successful completion of a pre-employment background check and drug screen. Once CenturyLink has received notification that you have cleared your pre-employment background check and drug screen, you will be notified about your start date and where to report for work.

Task	Details
Drug Screen	<p>Please contact A-Check America scheduling center at: 866-354-4546 to set up a drug screening appointment.</p> <p>Please provide my name as your Specialist when calling into the scheduling center and let them know you will be using an electronic Chain of Custody</p> <p>** You have 2 business days from the receipt of this offer to complete your drug screen **</p>
Online A-Check Application Link	<p>You will be receiving an email from our background vendor, A-Check, containing a link to initiate your pre-employment background investigation</p> <p>Click on link and follow the instructions to complete the online application</p> <p>Once you have completed the application I will be notified by A-Check</p> <p>** You have 2 business days from receipt of this offer to complete the online application **</p>
Background Authorization Form	<p>Click on the Background Authorization Form link contained in the email from A-Check</p> <p>Complete the Background Authorization Form and fax to 951-750-1687 or email to centurylink@acheckamerica.com</p> <p>(this form provides A-Check your authorization to run a pre-employment background investigation)</p> <p>** You have 2 business days from receipt of this offer to complete the Background Authorization Form **</p>
Offer Letter & Voluntary Self ID	<p>You will be receiving an e-mail from your recruiter containing a link to view and accept your offer letter and complete the voluntary self ID form.</p> <p>Click on the link and log into the site with the Username and Password that you initially used to apply to the position.</p> <p>** You have 2 business days from receipt of this offer to accept your offer letter on-line **</p>

Additional On-Boarding Information

Date	Task/Detail Information
I-9 Validation	<p><u>Form I-9 Employment Eligibility Verification</u></p> <p>As required by the Department of Homeland Security you must complete the Employment Eligibility Form I-9 <u>within 3 days of your start date.</u></p> <p>For all new hires and re-hires, this is a <u>Federal Government Requirement</u> and meets CenturyLink's obligation to verify your authorization to work in the United States.</p> <p>** Completion of this form is a condition of employment **</p> <p>No later than Day 1 of your first day of employment you will need to complete an Employment Eligibility Verification Form I-9. For detailed instructions please visit www.centurylinkbenefits.com On the left side of the page under "New Hire" click on Required I-9 Information.</p> <ul style="list-style-type: none"> ○ Refer any questions to HRPolicyAdvice@centurylink.com ○ A list of acceptable documents can be found on the "Sample" copy of the Form I-9 provided in this packet. Please bring the required documents with you on your first day. If you are a student working under a Student Visa (F1) please present a copy of your EAD or a copy of Form I-20 to your manager (or designee).

Date	Task/Detail Information
Orientation	<p>Every Monday, New Employee Orientation Conference Calls are held with other new hires from across the country. The call will last approximately 1 hour. Please call (866) 459-9589 and enter Participant Code # 8481161823 at 1 pm CST on your first day. Your manager will ensure that you have a telephone and computer access available for this purpose. On this call we will introduce you to CenturyLink, our history, our Company's vision and more. (Note: If your first day is not a Monday, please call in the following Monday)</p>
Income Tax Withholding information	<p>You will need to inform payroll regarding the amount of income tax to withhold from your pay. You may change your deductions online via our internal HR website after your first day of employment. If you prefer, you may download a copy of the W4 Form by accessing this link: http://www.irs.gov/pub/irs-pdf/fw4.pdf Bring the completed form with you on your first day of work and send the completed form via inter-company mail to: 5325 Zuni Denver CO Or fax it to 303-4588-2278 If payroll does not receive your changes before the end of your first pay period, your withholding will default to single, with no withholding allowances.</p>