



UNIVERSAL AVAILABILITY

COMPLETION CHECKLIST

[For audit purposes, please complete and return to ADMIN Partners. Fax: 856-755-3515

Email: service@youradminpartners.com]

Employer Name: _____

Notification Distribution Date: _____

Notification Methods Used (check all that apply):

- Bulletin Boards
- Email Distribution
- Enrollment Materials
- Employee Handbook
- New Employee Orientation Material
- Policy or Administrative Manual
- Payroll Enclosure
- Website Posting

Print Name: _____

Title: _____

Signature: _____

Dated: _____

Please fax this to ADMIN Partners for Compliance Records when you have finished.