

Name _____

New Hire Checklist - Substitute and Part Time Faculty and Staff

Items Completed/Signed by Employee

- Employee Registration
- W-4
- I-9
- URS Certificate of Ineligibility Form
- Ferpa Online Tutorial
- Background Check Release
- Visit Student Services for ID Photo (Optional)
- Direct Deposit

Forms Completed/Signed/Obtained by Supervisor

- Request to Hire/Personnel Action Notice
- Applicants transcripts/certificates/ or other proof of job qualifications
- Reference checks (if necessary)
- Verify I-9 documents and sign I-9
- Copy of I-9 Documents
- Email Facilities office regarding employee needs for keys (if needed)
- Complete the Emergency Response Procedures form
- Employee Training on Canvas
- Job Description, review and sign

Policies and resources for employee

- Code of Ethics
- Personal Conduct Policy
- Computer Resources Acceptable Use Policy
- Notification that Policies are on the Website
- Paylocity and payroll schedule

Items Completed by Human Resources

- Complete Background Check
- Notify IT Computer Access (part timers only)