



**CHECKLIST FOR NEW & RETURNING ADJUNCTS
HUMAN RESOURCES**

Name: _____

	<u>Issued</u>	<u>Returned</u>
Contract	_____	_____
Payroll Packet	_____	_____
<ul style="list-style-type: none">• <i>Federal Withholding W4</i>• <i>Alabama Withholding A4</i>• <i>I-9</i>• <i>Drug-free Workplace Agreement</i>• <i>Social Security Card</i>• <i>Direct Deposit Authorization</i>		
	(Handouts)	(Signed Certificate)
Online Ethics Training	_____	_____
Background Check Release Form <i>(Return form indicating acknowledgement that \$13 will be deducted from the first paycheck OR that employee has been fingerprinted.)</i>	_____	_____
Family Relationship Disclosure Form	_____	_____

If you have questions, please call 256-216-3314 or 256-216-3302.