

## NEW EMPLOYEE CHECKLIST

(Non-temporary employees)

**REQUIRED DOCUMENTS to be returned on or before first day of hire:**

_____	Completed online application
_____	Official Transcripts (complete transcripts from all institutions from which any collegiate credit has been earned). Faculty, mail Attn: Academic Affairs, 300 N. Beaty Street, Athens, AL 35611; Staff, mail to Attn: Human Resources
_____	I-9 Employment Verification (See List of Acceptable Documents. Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.)
_____	A document that establishes identify (See Form I-9, Lists of Acceptable Documents, List A or B)
_____	Social Security Card (must present original to HR)
_____	Mandatory Harassment and Clery Training (to be completed online after receiving employee number)
_____	W-4 Internal Revenue Service Federal Tax Form
_____	A-4 Alabama Employee Withholding Tax Form
_____	New Employee Personal Data Form
_____	PEEHIP Medical Insurance Online Enrollment Instructions
_____	Family Relationship Disclosure Form
_____	Direct Deposit Form (attach voided check)
_____	Release Form for Criminal Background Check
_____	Teacher’s Retirement System Application – Designation of Beneficiary Prior to Retirement
_____	Signed Job Description (provided by HR)
_____	Secondary Employment Form (Faculty) - mark “none” if applicable and sign
_____	Sick Leave Bank Form
_____	Survey – New Employee Orientation (optional)
_____	Guardian Supplementary Insurance Enrollment Form (provided in HR office)
_____	Ethics Training (to be completed within 90 days of hire, return certificate to HR)
_____	Policy Library Acknowledgement Form

**These documents must be on file before the first paycheck is issued.  
 Contact HR for assistance with questions.**