



NEW EMPLOYEE CHECKLIST (Temporary employees to include Adjunct Instructors)

REQUIRED DOCUMENTS 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**) **Adjunct Faculty mail to 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 identity (see form I-9, List of Acceptable Documents, List A or B)
- _____ Social Security Card (must present original to HR or University Official)
- _____ 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
- _____ Family Relationship Disclosure Form
- _____ Direct Deposit Form (attach voided check)
- _____ Release Form for Criminal Background Check
- _____ Teacher's Retirement System Update Form
- _____ Policy Acknowledgement Form

THESE DOCUMENTS MUST BE ON FILE BEFORE THE FIRST SALARY CHECK IS ISSUED.