

DEPARTMENT PART-TIME EMPLOYMENT CHECKLIST

<i>Admin Dept</i>	<i>Employee Name</i>	<i>Date</i>
<i>Unit Admntr</i>	<i>ID</i>	

General Rules

#	Category	Action
1	All part-time employees except 2 below.	The prospective employee will report with all required documents in parts 1, 2, and 3 below, to HR for processing.
2	Everyone in classes Z0101, Z0102, and <u>students</u> in Z0100 working as Reader, Tutor, or Notetaker.)	All required documents in part 4 will be completed at campus level and forwarded to HR. The prospective employee need not report to HR.

The prospective employee will take whatever efforts necessary to secure missing documents and provide them to HR when they become available.

Part 1	Documents to be provided by the employee .	v 06/05/09				
✓	#	Document	A ¹	F ²	C ³	P ⁴
	1.	Transcripts (If student copy, then official copy must be requested by employee and forwarded for inclusion in records within 30 days.) <i>Note 5</i>	●	●		
	2.	Copy of Social Security Card or other Soc Sec Adm document showing name and SSN. (For payroll purposes only.)	●	●	●	●
	3.	Authorization to perform Background Investigation (2-1-043) Required only for adjuncts, security personnel, and those handling money.	●	●	●	●
	4.	Employment Eligibility. Support for I-9 form a. One document from list A, or b. One doc from list B and one doc from list C (If Soc Sec Card used here it must be original and not a replica.)	●	●	●	●
Notes: 1. Administrator, 2. Faculty, 3. Classified, 4. Professional/managerial 5. Not required for non-credit course faculty and those instructing certain AS courses.						

Part 2	Documents to be completed by the unit administrator and sent to HR or carried to HR by the new employee.	v 04/10/02				
✓	#	Document	A ¹	F ²	C ³	P ⁴
	1.	Immigration and Naturalization Form I-9	●	●	●	●
	2.	HRAR-2 (Assignment Information with Admin Dept, Time-sheet Dept, and Check-Distribution (Pay Station added)	●	●	●	●
	3.	Completed Transcript Evaluation (Source may be student copy of transcript) <i>Notes 5, 7</i>		●		
	4.	College Application for Employment Form	●	●	●	●
	5.	Employment History / Reference Checks <i>Note 6</i>	●	●	●	●
	6.	Certificate/License if applicable (See Salary Schedule - Part-Time Non-credit Faculty)		●		
Notes: 1. Administrator 2. Faculty 3. Classified 4. Professional/managerial 5. Or statement in lieu of Transcript Evaluation for currently certified law enforcement officers. 6. Or statement in lieu of Reference Checks for currently certified law enforcement officers 7. Not required for non-credit course faculty and those instructing certain AS courses.						

DEPT PART-TIME EMPLOYEE NEW HIRE PROCESSING CHECKLIST– PAGE 2

Part 3		Documents to be completed by the employee at Human Resources.	v 06/05/09			
✓	#	Document	A ¹	F ²	C ³	P ⁴
	1.	HRAR1 (Personal Information)	●	●	●	●
	2.	W-4 Form	●	●	●	●
	3.	Loyalty Oath (Notarized)	●	●	●	●
	4.	Worker's Comp Brochure Acknowledgement	●	●	●	●
	5.	Alternate FICA, Retirement Plan Enrollment Form		●		
	6.	Pay Distribution Authorization	●	●	●	●
	7.	FRS - New Employee Certification	●	●	●	●
	8.	Social Security Non-coverage Statement		●		
	9.	Disclosure Exemption Questionnaire	●	●	●	
	10.	Sex. Ethnicity, Race Data Collection	●	●	●	
	11.	Temp Empl Agreement (Ineligibility for FRS Coverage) Only if employee is in a temp status.	●	●	●	
	12.	SSN Collection & Usage Notification	●	●	●	

Notes: 1. Administrator, 2. Faculty, 3. Classified, 4. Professional/managerial

Part 4		Documents to be completed at campus level and forwarded to HR. Individuals not required to visit HR Office. (See Part-Time Hourly Wage Schedlue in current Salary Schedule.)	v 06/15/09	
✓	#	Document	Everyone in classes Z0101, Z0102.	Student readers, tutors, notetakers
	1.	HRAR-1 (Personal Information)	●	●
	2.	HRAR-2 (Assignment Information)	●	●
	3.	W-4 Form	●	●
	4.	Immigration and Naturalization Form I-9 (with legible copy of all supporting documents.)	●	●
	5.	Loyalty Oath (Notarized)	●	●
	6.	Worker's Comp Brochure Acknowledgement	●	●
	7.	Sex. Ethnicity, Race Data Collection Form	●	●
	8.	Temp Employment Agreement (Ineligibility for FRS Coverage).	●	
	9.	Disclosure Exemption Questionnaire	●	●
	10.	SSN Collection & Usage Notification	●	●
	11.	Pay Distribution Authorization (Direct Deposit)	●	●

Note: 1. For qualifying persons this table takes precedence over parts 1 thru 3.