

New Hire Checklist - Substitute and Part Time

Items Completed/Signed by Employee

- Employee Registration
- W-4
- I-9
- URS Ineligible
- Ferpa Online Tutorial
- IT Policy
- Fingerprint Card for Background Check
- Visit Student Services for ID Photo
- Direct Deposit

Informational Items for employee

- Code of Ethics
- Notification that Policies are on the Website
- Copy of Timesheet

Items Completed by Business Office

- Complete Background Check
- Notify IT for Computer Access (part timers only)
- Add employee to Northstar (part timers only)

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
- Job Description

