

APPLICANT NAME: _____

REPORTS TO: _____

EMPLOYEE #: _____

HUMAN RESOURCES
HIRING DOCUMENTS CHECKLIST
FULL-TIME APPLICANT

- _____ Completed Application
- _____ Official Transcripts (**complete transcripts from all institutions from which any collegiate credit has been earned**)
- _____ Completed I-9 Employment Verification
- _____ Copy of Driver's License
- _____ Copy of Social Security Card (front and back)
- _____ Completed Drug/Free Compliance Form
- _____ Sexual Harassment Policy
- _____ W-4 Internal Revenue Service Tax Form
- _____ A-4 Alabama Tax
- _____ PEEHIP Insurance Online Enrollment Instructions
- _____ Completed Member Information Record Teacher's Retirement System
- _____ Signed Internet Agreement
- _____ Completed FERPA Form
- _____ Completed Employee Information Form
- _____ Completed Family Relationship Disclosure Form
- _____ Mentoring Form (Full Time Faculty Only)
- _____ Completed Teacher Retirement System Record
- _____ Direct Deposit Form
- _____ Signed Job Description (Supplied by Immediate Supervisor)
- _____ Ethics Training Certificate
- _____ Background Check Release Form
- _____ \$17.40 Payment for Background Check (made payable to BSCC)
- _____ Employment Verification Letter(s)
- _____ Online Personnel Handbook Access Form
- _____ Health Care Coverage Options Form
- _____ Current Employment within the Alabama Community College System

FORMS TO PAYROLL: _____	_____	Date
OFFER LTR/NOH TO PRESIDENT _____	_____	Date
NOH TO ACCS: _____	_____	Date
PRREC/ESS PORTAL SETUP: _____	_____	Date
EMAIL IT SET UP GROUP: _____	_____	Date
ADD TO SAFE COLLEGES: _____	_____	Date
COS SCANNED TO PAYROLL: _____	_____	

<u>HUMAN RESOURCES USE ONLY:</u>		
Background Check Complete: _____	_____	Date Entered
	_____	Date Completed
E-Verify Complete: _____	_____	Date Entered
New Hire Form Complete: _____	_____	Date Entered

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