



## New Hire Checklist for Part Time Employees

All forms and links below can be found on the Athens Technical College Human Resources page at

<http://www.athenstech.edu/AdministrativeServices/HumanResources/forms.cfm>

### **Forms to turn into Human Resources**

- Athens Technical College Application
- Resume or CV
- Official Transcripts (*Federal Work Study Exempt*)
- Form I -9 Verification of Eligibility to Work in the U.S. (*must be present accepted form(s) of identification to Human Resources by third day after starting work*)
- TCSG Security Questionnaire and Loyalty Oath (*Notary available in Human Resources*)
- DSI Background Check Form
- Direct Deposit Notification Form
- Direct Deposit Enrollment Form
- Federal Withholding Form (W-4)
- Georgia Withholding Form (G-4)
- Designation of Outstanding Wage Payments
- Worker's Compensation Form
- Employee Acknowledgement Statement
- Policy and Procedures Receipt Acknowledgement/Sign Off
- Emergency Contact Information
- Selective Service Form (*For Men Under Age of 26*)

### **Forms to keep for your use**

- Equity Notice, Harassment Policy, Drug-Free Workplace Policy, Family Medical Leave Act
- Georgia Defined Contribution Plan Information Sheet (*Part Time Only*)
- Employee Self Service Instructions for Viewing Pay Stubs On-Line
- Instructions for completing Ethics in Action training

### **Actions to Complete Upon Acceptance**

- Complete New Hire Orientation on-line
- Complete Ethics in Action training on-line
- Obtain Parking Pass from Human Resources (*Federal Work Study Exempt*)