

College of Graduate and Professional Studies New Hire Check List for Adjunct Faculty

Employee Name: _____ Start Date: _____
 Dept Name: _____ Dept #: _____
 Program Name: _____ Supervisor: _____

- | | |
|--|---|
| <input type="checkbox"/> New Employee Info form
<input type="checkbox"/> Application Form with Background Check
<input type="checkbox"/> W-4 form (AZ A4 form AZ employees only)
<input type="checkbox"/> I-9 form
<input type="checkbox"/> Direct Deposit form
<input type="checkbox"/> EEO form
<input type="checkbox"/> Administrative Policies Info Sheet
<input type="checkbox"/> Code of Conduct Policy
<input type="checkbox"/> Confidentiality Statement
<input type="checkbox"/> Consensual Relationships Policy | <input type="checkbox"/> Preventing Harassment & signature sheet
<input type="checkbox"/> Classification & Pay Regulations Policy
<input type="checkbox"/> Vision and Mission Statements
<input type="checkbox"/> Workers Compensation
<input type="checkbox"/> Verification of Previous Higher Education Experience
<input type="checkbox"/> Monthly Payroll Dates
<input type="checkbox"/> Out of State Taxes |
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I have received the forms and policies listed above. I understand that these polices apply to my work at Franklin Pierce University and that I can discuss these policies with either the Center Director or a member of the Human Resources Department (603-899-4075) if I have further questions.

Employee Signature: _____ Date: _____

Center Representative: _____ Date: _____

Forward to Human Resources:

- | | |
|--|--|
| <input type="checkbox"/> New Hire Check List (this form)
<input type="checkbox"/> New Employee Information form
<input type="checkbox"/> I-9 form – completed and signed with copies
<input type="checkbox"/> Direct Deposit form (if applicable)
<input type="checkbox"/> W-4 (AZ A4 – if applicable)
<input type="checkbox"/> EEO form
<input type="checkbox"/> Signed Preventing Harassment sheet | <input type="checkbox"/> Application form
<input type="checkbox"/> Signed Contract Letter
<input type="checkbox"/> Signed Admin Policy form
<input type="checkbox"/> Signed Confidentiality form
<input type="checkbox"/> Previous Higher Ed Verification
<input type="checkbox"/> Background Check form
<input type="checkbox"/> Official Transcripts |
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Returned to the HR Department: ____ / ____ / ____ by Center Representative: _____