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

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

☐ New Employee Info form
☐ Application Form with Background Check
☐ W-4 form (AZ A4 form AZ employees only)
☐ I-9 form
☐ Direct Deposit form
☐ EEO form
☐ Administrative Policies Info Sheet
☐ Code of Conduct Policy
☐ Confidentiality Statement
☐ Consensual Relationships Policy
☐ Preventing Harassment & signature sheet
☐ Classification & Pay Regulations Policy
☐ Vision and Mission Statements
☐ Workers Compensation
☐ Verification of Previous Higher Education Experience
☐ Monthly Payroll Dates
☐ Out of State Taxes

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: ___________________________

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Forward to Human Resources:
☐ New Hire Check List (this form)
☐ New Employee Information form
☐ I-9 form – completed and signed with copies
☐ Direct Deposit form (if applicable)
☐ W-4 (AZ A4 – if applicable)
☐ EEO form
☐ Signed Preventing Harassment sheet
☐ Application form
☐ Signed Contract Letter
☐ Signed Admin Policy form
☐ Signed Confidentiality form
☐ Previous Higher Ed Verification
☐ Background Check form
☐ Official Transcripts

Returned to the HR Department: _____ / ____ / _____ by Center Representative: ___________________________