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

Employee Name: ____________________________ Start Date: ____________________
Position Held: ____________________________ Supervisor: ____________________
Program/Center: __________________________ Dept #: ____________________

☐ New Employee Information form ☐ FP Vision Statement
☐ EEO Form ☐ Sexual Harassment Policy
☐ W-4 and A-4 ☐ Workers Compensation
☐ I-9 Form ☐ Administrative Policy Manual
☐ Direct Deposit form (List of contents) plus signature sheet
☐ Out of State Taxes ☐ Confidentiality Form
☐ Monthly Payroll Dates ☐ Previous Higher-Ed Verification
☐ Employee Classification & Pay Regs

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 Authorization: ____________________________ Date: __________

Items to be returned to Human Resources by the GPS Center:

☐ New Hire Check List (this form) ☐ EEO Form
☐ New Employee Info form ☐ Application
☐ I-9 Form ☐ Signed Contract Letter(s)
☐ Direct Deposit form ☐ Signed Admin Policies Sheet
☐ W-4 Form ☐ Signed Confidentiality Form
☐ A-4 Form ☐ Previous Higher-Ed Verification