

NEW ACADEMIC EMPLOYEES CHECK-OFF LIST

**WARNING: YOU MAY BE REMOVED FROM YOUR ASSIGNMENT IF ALL MISSING ITEMS ARE NOT SUBMITTED.
ALL DOCUMENTS BELOW NEED TO BE RECEIVED IN HUMAN RESOURCES BY THE 10TH OF THE MONTH
IN ORDER TO PROCESS PAY.**

MINIMUM QUALIFICATIONS

- ☐ ACADEMIC TEMPORARY HIRE FORM W/RESUME AND TRANSCRIPTS (FROM SUPERVISOR) – (Not applicable to Full-time new hires)
- ☐ ALL OFFICIAL TRANSCRIPTS
- ☐ SUPPLEMENTAL EQUIVALENCY APPLICATION (If applicable)
- ☐ VERIFICATION OF WORK EXPERIENCE (if applicable)

U.S. EMPLOYMENT ELIGIBILITY

- ☐ I-9 FORM/EMPLOYMENT ELIGIBILITY VERIFICATION (Complete Section 1 only)
- ☐ VALID PHOTO IDENTIFICATION CARD

PAYROLL

- ☐ W-4
- ☐ SOCIAL SECURITY CARD (Also satisfies I-9 Form requirement)
- ☐ DIRECT DEPOSIT FORM (Optional)
- ☐ SWC BENEFICIARY DESIGNATION

BACKGROUND CLEARANCE

- ☐ CONFIDENTIAL CONVICTION QUESTIONNAIRE
- ☐ LIVE SCAN (FINGERPRINTING)

RETIREMENT

- ☐ CERTIFICATE OF RETIREMENT
- ☐ SOCIAL SECURITY INFORMATION SHEET
- ☐ S.T.R.S. ELECTION FORM (Elect or Decline, See "Important Information Regarding Retirement.")
- ☐ APPLE BENEFICIARY FORM (Optional)

WORKERS COMPENSATION

- ☐ WORKERS' COMPENSATION BENEFITS FORM
- ☐ WORKERS' COMPENSATION: PRE-DESIGNATION OF PERSONAL PHYSICIAN

OTHER

- ☐ NEW EMPLOYEE INFORMATION SHEET
- ☐ ACADEMIC STAFF EMPLOYMENT APPLICATION
- ☐ OATH OF ALLEGIANCE
- ☐ VERIFICATION OF TUBERCULOSIS TEST
- ☐ ACCEPTABLE USE POLICY INTERNET AND OTHER COMPUTER NETWORKS
- ☐ SAFETY TRAINING (email SWCRiskManagement@swccd.edu)
- ☐ INFORMATIONAL CHECKLIST

PARKING PERMITS – Southwestern College Adjunct parking permits are mailed out every Fall Semester to all part-time faculty and are valid through Summer Session. Parking permits are also mailed out to newly hired or returning adjuncts in the Spring Semester/Summer Session. If you have not received your parking permit prior to the beginning of your class, you may contact Campus Police, Room 105D, at (619) 216-6611.

STAFF ID CARD – Once you receive an e-mail with an ID Number from the Human Resources Technicians (Efren or Teri), you may come back into Human Resources, Room 1670, to pick up an ID Authorization Card to have your picture taken for a Southwestern College ID Card.

Mailing Address: Southwestern College, Human Resources Office, 900 Otay Lakes Road, Chula Vista, CA 91910

Human Resources Technicians: Teri Ashabraner, tashabraner@swccd.edu Efren Barrera, ebarrera@swccd.edu

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