



Yosemite Community College District
Human Resources

ADJUNCT INSTRUCTOR – New Hire Documents

Please use 1st day of start of work when signing all documents. Sign & return the following:

- ☐ **Adjunct Application.** This will be submitted to the Human Resources Office by your department.
- ☐ **OFFICIAL College Transcripts.** It is the employee's responsibility to submit Official Transcripts for all conferred degrees and/or academic units evaluated toward salary placement. Please send Official Transcripts to YCCD, Attention HR, PO Box 4065, Modesto CA 95352. For Foreign Degree Evaluation, please refer to <https://www.yosemite.edu/hr/foreigndegreeevaluation>.
- ☐ **Verification of Experience.** It is the responsibility of the employee to submit all Academic and Vocational Verification of Experience forms to the Human Resources Offices of previous employers for completion.
- ☐ **Fingerprint & Criminal History Background Check.** At employee expense. Additional information enclosed. Required within a maximum of 10 working days from the date of employment.
- ☐ **TB Clearance.** No academic employee shall commence service until certificate has been provided. TB Clearance is a condition of employment. Free testing: MJC Health Services on East or West Campus 209-575-6037. Columbia – contact campus nurse at 209-588-5204. At your own expense, you may use your primary care provider. **If you have tested positive in the past, please notify the Campus Nurse prior to testing.**
- ☐ **I-9 Form – Employment Eligibility Verification.** Verifies you are legally eligible to work in the U.S. Complete Section 1. Date with first day of work. See "List of Acceptable Documents" and provide identification from that list.
- ☐ **W-4 Form.** Use your legal name (as listed on your Social Security card) and mailing address.
- ☐ **EDD Employee's Withholding Allowance Certificate.** Use for state income tax withholding.
- ☐ **CalSTRS Permissive Membership.** You are eligible to elect membership into CalSTRS Defined Benefit Program. For detailed information please visit: www.calstrs.com . If you decline enrollment in STRS, you will automatically be enrolled in APPLE. For more information, contact Payroll at (209) 575-6538.
- ☐ **Statement Concerning your Employment in a Job Not Covered by Social Security.**
- ☐ **Oath of Affirmation**
- ☐ **Policy Acknowledgement**
- ☐ **Recipient Designation Form.** In the event of death, this form designates your monetary recipient.
- ☐ **Confidential Data Sheet**
- ☐ **Emergency Contact Information**
- ☐ **YFA New Member Form**
- ☐ **Payroll Direct Deposit.** (Optional) Use for direct deposit, and attach a voided check.
- ☐ **Parking Permit Information**

Are you a Retiree from CalSTRS or CalPERS? ☐ Yes ☐ No

For Information Only:

Welcome to CalSTRS
Certificated Adjunct/Overload Hourly Salary Schedule
Affordable Care Act Notice

On-the-Job Injury Reporting Procedure
Schedule of Holidays

I have received, understand, and completed all the above documents. I understand that all documents are due in Human Resources no later than the 1st day of start of work and failure to complete fully and sign all required documents may result in delay in salary placement, delay in pay and/or delay in start of work.

Employee Signature: _____ Date: _____