



Part-Time Faculty – New Hire Documents

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

- Part-Time Faculty 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.
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.
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.
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.
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: _____