

PERSONNEL CHECK LIST

Name _____

**REQUIRED DOCUMENTS
FULL TIME PERSONNEL**

Date Received _____

Received via _____

- _____ Completed Application
- _____ Official Transcripts Form (**complete transcripts from all institutions from which any collegiate credit has been earned**)
- _____ Completed I-9 Employment Verification
- _____ Copy of Driver's License
- _____ Copy of Social Security Card (front and back)
- _____ Completed Drug/Free Compliance Form
- _____ Sexual Harassment Policy
- _____ W-4 Internal Revenue Service Tax Form
- _____ A-4 Alabama Tax
- _____ PEEHIP Insurance Online Enrollment Instructions
- _____ Completed Member Information Record Teacher's Retirement System
- _____ Signed Internet Agreement
- _____ Completed FERPA Form
- _____ Completed Employee Information Form
- _____ Completed Family Relationship Disclosure Form
- _____ Mentoring Form (Full Time Faculty Only)
- _____ Completed Teacher Retirement System Record
- _____ Direct Deposit Form
- _____ Signed Job Description (Supplied by Immediate Supervisor)
- _____ Ethics Training Certificate
- _____ Background Check Release Form
- _____ \$17.40 Payment for Background Check
- _____ Employment Verification Letter(s)
- _____ Online Personnel Handbook Access Form
- _____ Health Care Coverage Options Form
- _____ Current Employment Within the Alabama Community College System

THESE DOCUMENTS MUST BE ON FILE BEFORE THE FIRST SALARY CHECK IS ISSUED.

Personnel Use Only:

Background Check Complete: _____ Date Entered _____ Date Completed _____	TH/NOH to DONNA _____ Date _____ SENT TO SYSTEM _____ Date _____ TR/W-4/A-4/DD TO PAYROLL _____ Date _____ TRS TO CAROL _____ Date _____
E-verify Complete _____ Date _____	AL New Hire Complete _____ Date _____