

# CENTRAL TEXAS COLLEGE – NEW EMPLOYEE ORIENTATION CHECKLIST

**NAME:** \_\_\_\_\_ **EMPLOYMENT DATE:** \_\_\_\_\_

**POSITION/TITLE:** \_\_\_\_\_ **CAMPUS/DEPT:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_ **CATEGORY** \_\_\_\_\_ **STEP** \_\_\_\_\_ **FT**  **PT**

**EMPLOYMENT SERVICES**

- \_\_\_\_\_ Form I-9 (Employment Eligibility Verification)
- \_\_\_\_\_ AA/EEO Form
- \_\_\_\_\_ Equal Employment Opportunity
- \_\_\_\_\_ Initial Training Period
- \_\_\_\_\_ FMLS Policy (FT only)
- \_\_\_\_\_ ID Card (Bldg 119)
- \_\_\_\_\_ Campus Parking (Bldg 137)
- \_\_\_\_\_ Job Description-Duties & Responsibilities
- \_\_\_\_\_ Official Transcripts, if applicable
- \_\_\_\_\_ Non-Exempt Education/Experience Form
- \_\_\_\_\_ Drug Policy
- \_\_\_\_\_ Workers' Compensation Coverage Form
- \_\_\_\_\_ Social Security form SSA-1945
- \_\_\_\_\_ Disclosure of Personal Information form
- \_\_\_\_\_ Teacher Retirement System (TRS)
- \_\_\_\_\_ TRS Retiree **\*\*Yes**  **See Benefits** **No**
- \_\_\_\_\_ Supplemental Pension Plan (PT only)

**EMPLOYEE BENEFITS**

- \_\_\_\_\_ Teacher Retirement System (TRS)
- \_\_\_\_\_ **TRS Retiree** **Yes**  **No**
- \_\_\_\_\_ Optional Retirement Program (if eligible)
- \_\_\_\_\_ Qualified/Supplemental Pension Plan
- \_\_\_\_\_ Insurance Benefits
- \_\_\_\_\_ COBRA
- \_\_\_\_\_ Educational Benefits
- \_\_\_\_\_ Tax Deferred Annuities
- \_\_\_\_\_ Pre-Paid Legal

**EMPLOYEE TRAINING**

- \_\_\_\_\_ Sexual Harassment Policy & Training/Appt.
- \_\_\_\_\_ New Employee Orientation Schedule/Appt.
- \_\_\_\_\_ Hazard Communication Training/Appt.
- \_\_\_\_\_ Safety Training/Appt.

**COMMENTS**

**PAYROLL SERVICES**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>_____ W-4 Employee's Withholding Allowance Certificate</li> <li>_____ Deductions</li> <li>_____ Payday Procedures, Schedule, and Direct Deposit</li> <li>_____ Time and Effort Record (TER)</li> <li>_____ Overtime Pay</li> <li>_____ Leave Request and Verification Form</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Holiday TER Entry</li> <li><input type="checkbox"/> Jury Duty TER Entry</li> <li><input type="checkbox"/> Vacation Leave TER Entry</li> <li><input type="checkbox"/> Sick Leave TER Entry</li> <li><input type="checkbox"/> FMLA TER Entry</li> </ul> |
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I have received and understand the information on the items checked above and have been fully informed of the employment policies and benefits of Central Texas College. I further understand that if I am employed as an instructor, I must furnish Central Texas College, within 90 days, official (raised seal) copies of required transcripts. Failure to provide these transcripts within 90 days makes me ineligible for continued employment.

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|---|---|
| <p>1. _____ / _____</p> <p><b>Employment Services Rep. Signature/Date</b></p> | <p>2. _____ / _____</p> <p><b>Payroll Services Rep Signature/Date</b></p>   |
| <p>3. _____ / _____</p> <p><b>Employee Benefits Rep Signature/Date</b></p>    | <p>4. _____ / _____</p> <p><b>Employee Training Rep. Signature/Date</b></p> |
| <p>5. _____ / _____</p> <p><b>Employee's Signature/Date</b></p>               |   |

**COMPLETED FORM MUST BE RETURNED TO EMPLOYMENT SERVICES AND PLACED IN THE PERSONNEL FILE**