

CENTRAL TEXAS COLLEGE - NEW EMPLOYEE ORIENTATION CHECKLIST

NAME: _____

EMPLOYMENT DATE: _____

POSITION/TITLE: _____

CAMPUS/DEPARTMENT: _____

RATE OF PAY: _____

CATEGORY _____ **STEP** _____ **FT/PT** _____

Employment Services

Risk Management

- _____ Form I-9 (Employment Eligibility Verification)
- _____ Affirmative Action Report
- _____ Oath of Office
- _____ Equal Employment Opportunity
- _____ Initial Training Period
- _____ Jury Duty Policy
- _____ Vacation Leave Policy
- _____ Sick Leave Policy
- _____ Holiday Policy
- _____ FMLA Policy
- _____ ID Card
- _____ Campus Parking (Parking/Local Security Rules)
- _____ Job Description - Duties & Responsibilities
- _____ Official Transcripts, if applicable
- _____ Non-Exempt Education/Experience Form
- _____ Sexual Harassment Policy & Training/Appointment
- _____ New Employee Orientation Schedule/Appointment

- _____ Safety Manual
- _____ Bloodborne Pathogen Policy (Hep B Shot Series)
- _____ Driver Safety Policy
- _____ Accident Reporting
- _____ Workers= Compensation Insurance VS. Common Law
- _____ Right to Legal Action
- _____ HAZCOM Program
- _____ Drug Policy

Employee Benefits

- _____ Teacher Retirement System (TRS)
- _____ TRS Retiree Yes No
- _____ Optional Retirement Program (if eligible)
- _____ Qualified Pension Plan/Supplemental Pension Plan
- _____ Insurance Benefits
- _____ COBRA
- _____ Educational Benefits
- _____ Tax Deferred Annuities

Payroll Services

- _____ W-4 Employees Withholding Allowance Certificate
- _____ Medicare
- _____ Payday Procedures, Schedule and Direct Deposit
- _____ Time and Effort Record
- _____ Overtime Pay
- _____ Leave Request and Verification Form
 - _____ Holiday Entry
 - _____ Jury Duty Entry
 - _____ Vacation Leave Entry
 - _____ Sick Leave Entry
 - _____ FMLA Entry

Overseas Personnel

- _____ Visas
- _____ ID and/or Ration Card
- _____ Overseas Support
- _____ Contract Specific Requirements

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.

1. _____
Employment Services Rep. Signature Date

2. _____
Payroll Services Rep. Signature Date

3. _____
Risk Management Rep. Signature Date

4. _____
Employee Benefits Rep. Signature Date

5. _____
Employee-s Signature Date

Completed form must be returned to Employment Services and placed in the personnel file.