

HUMAN RESOURCES DEPARTMENT

3800 CHARCO ROAD \* BEEVILLE, TX 78102 \* 361-354-2210

NEW FULL-TIME EMPLOYEE CHECKLIST

FULL NAME:

# EMPLOYMENT START DATE: DEPARTMENT:

POSITION:

# LOCATION:

**All** items on this check list are to be completed and all documents and the Check List are to be sent to the ***Human Resources Office*** by the employee’s **first day** of employment. ***This information will not be sent to payroll until all forms are completed and received in the Human Resources Office.***

* 1. Texas DPS form
	2. Employee Information Sheet
	3. Public Access Option Form
	4. TRS Enrollment Form
	5. Employee Policy & Procedure Hand-Out Receipt Form (you will receive the policy information from Vector Solutions)
	6. Social Security Form (SSA-1945)
	7. Affordable Health Care Act Acknowledgement Receipt Form
	8. W-4
	9. I-9 ***Must be completed within 3 days of employment start date.***

*Section 2* ***MUST*** *be completed or it is not valid. Pay will not be released if this form is not properly*  *c* *completed.*

* 1. Vector Solutions online Trainings – Employees must score complete 80% or above and complete all trainings on an ***annual basis***. The trainings will be emailed to your CBC email. Once completed, email a copy of the Certificate of Completion to mdunn@coastalbend.edu.
	2. Official Transcripts - Must be sent from the institution directly to Coastal Bend College Human Resources Office. For Professional positions only (see job description): Instructors & Administrators.

Submit this checklist and ALL documents to the HR office or to the front desk assistant at your campus.