

HUMAN RESOURCES DEPARTMENT

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

NEW PART-TIMEEMPLOYEE CHECKLIST

(PART-TIME AND/OR STUDENT WORKERS)

FULL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLOYMENT START DATE: \_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 completed. (I-9 Remote Form if needed)*
  10. Vector Solutions online Trainings – Employees must score complete all 80% or above and complete all trainings on an ***annual basis***. The training will be emailed to your CBC email. Once completed, email a copy of the Certificate of Completion to [mdunn@coastalbend.edu](mailto:mdunn@coastalbend.edu)
  11. 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.