

HUMAN RESOURCES DEPARTMENT

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

NEW STUDENT EMPLOYEE CHECKLIST

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

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

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. Employee Policy & Procedure Hand-Out Receipt Form (you will receive the policy information from Vector Solutions)
5. Social Security Form (SSA-1945)
6. Affordable Health Care Act
7. W-4
8. 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.
9. 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)
10. Official Transcripts - Must be sent from the institution directly to Coastal Bend College Atten: Human Resources Department 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.