



Department of Human Resources New Adjunct Employee Hiring Packet

Personal Information		
First Name:	Middle Initial:	Last Name:
Social Security Number:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Email:	
Emergency Contact		
Primary Contact Name:		Phone:
Secondary Contact Name:		Phone:
Release of Personal Contact Information		
The College is at times requested to provide personal phone number, home and/or mailing addresses for employees. Please indicate below what information you authorize FVCC to release upon request.		
<input type="checkbox"/> I do not authorize the release of my personal phone number and/or home address		
<input type="checkbox"/> I authorize the release of my personal phone number		
<input type="checkbox"/> I authorize the release of my home address		
Required Forms		
I-9		
You must present proof of your identity and eligibility to work in the United States within the first three days of employment. Please ensure you bring the appropriate original documentation on your first day of work. Refer to the Form I-9 for instructions.		
W-4		
Complete Form W-4 to withhold the correct income tax from your pay.		
Pay		
Complete the Direct Deposit form to ensure your pay is deposited promptly and is immediately accessible. Direct deposit is highly encouraged to reduce chances of loss and to provide a higher level of security for your pay. Additionally, register to receive your pay voucher online at https://ipay.adp.com and eliminate all paper! Alternatively, if you must elect a hard copy paycheck choose for it to be either <input type="checkbox"/> placed in your campus mailbox; OR, even worse <input type="checkbox"/> mailed to the address above. Lost paychecks will only be reissued after 10 business days (which is a very long time if you need to eat...)		
MT Teacher Employee Retirement Election		
Adjuncts must complete MT Teacher Retirement Enrollment after working 210 hours per fiscal year.		
Background Check Release		
All new employees must authorize a federal background check prior to employment.		
Social Security Acknowledgement		
FVCC does not participate in Social Security once an employee becomes eligible for the MT Teacher Retirement System. Acknowledgement of non-participation is required.		
Sexual Harassment Prevention Training		
An email login will be sent to you from SAFECOLLEGES training. Your completion certificate must be provided to Human Resources within 30 days of hire.		

Optional Participation Forms	
403(b) Enrollment	
Adjuncts may elect to voluntarily participate in a 403(b) plan. To enroll, complete the D.A. Davidson 403(b) form A Salary Reduction Agreement form must be completed to initiate withholding in payroll.	
Invitation to Self-Identify	
Self-Identify and/or Veteran's Status information is voluntary, but you are encouraged to respond so that the college can meet its obligations as a federal contractor.	
Employment Information	
The following information must be read and acknowledged by signing below.	
Affordable Care Act Marketplace Notice	
Alcohol Free Workplace Policy	
Behavioral Intervention Team (BIT) Information	
Board Policy	
Drug Free Workplace Policy	
Employee Handbook	
Professional Dues Options	
Acknowledgement	
I acknowledge that I will read and comply with FVCC policies and procedures, notices, agreements, and any superseding revisions and am bound by the provisions contained therein, and that my continued employment is contingent on my compliance.	

Signature	Date
Checklist – Print, sign, and bring all documents to Human Resources prior to first day of work.	
Required forms	
<input type="checkbox"/> I-9 (bring two forms of acceptable identification)	
<input type="checkbox"/> W-4	
<input type="checkbox"/> Direct Deposit (bring voided check or savings account routing slip from bank)	
<input type="checkbox"/> Retirement Election	
<input type="checkbox"/> Background Check Authorization	
<input type="checkbox"/> Social Security Acknowledgement	
<input type="checkbox"/> Sexual Harassment Prevention Training	
<input type="checkbox"/> New Employee Hiring Packet Acknowledgement Signature	
Optional forms	
<input type="checkbox"/> 403(b) Salary Reduction Agreement	
<input type="checkbox"/> Self-Identify/Veteran's Status	