



## Department of Human Resources New Regular Employee Hiring Packet

<b>Personal Information</b>		
First Name:	Middle Initial:	Last Name:
Social Security Number:		
Mailing Address:		
City:	State:	Zip code:
Phone:	Email:	
<b>Emergency Contact</b>		
Primary Contact Name:		Phone:
Secondary Contact Name:		Phone:
<b>Release of Personal Contact Information</b>		
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 <b>do not</b> 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		
<b>Required Forms</b>		
<b>I-9</b>		
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 <a href="#">Form I-9</a> for instructions.		
<b>W-4</b>		
Complete <a href="#">Form W-4</a> to withhold the correct income tax from your pay.		
<b>Pay</b>		
Complete the <a href="#">Direct Deposit form</a> to ensure your pay is deposited promptly and is immediately accessible. Please note that in most cases your first paycheck will be a hard copy check due to the pre-note process, then your direct deposit will take effect. 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 <a href="https://ipay.adp.com">https://ipay.adp.com</a> and eliminate all paper! Alternatively, if you must elect a hard copy paycheck, or for your fist paycheck before direct deposit takes effect, choose for it to be either <input type="checkbox"/> mailed to 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...)		
<b>MT Public/Teacher Employee Retirement Election</b>		
Employees who are instructing students, providing educationally related services, determining curriculum or educational standards, directs the work of educational/instructional staff or is a scientific staff member must complete the <a href="#">MT Teacher Retirement Enrollment form</a> . All other employees must complete the <a href="#">MT Public Employee Retirement Enrollment form</a> . Contact the Human Resources office for further clarification if needed.		
<b>Background Check Release</b>		
All new employees must authorize a federal <a href="#">background check</a> prior to employment.		
<b>Social Security Acknowledgement</b>		
FVCC does not participate in Social Security. <a href="#">Acknowledgement</a> of non-participation is required.		
<b>Sexual Harassment Prevention Training</b>		
An email login will be sent to you from <a href="#">SAFECOLLEGES</a> training. Your completion certificate must be provided to Human Resources within 30 days of hire.		

<b>CHOICES Benefits Enrollment</b>
Benefits enrollment must be completed on the <a href="#">Active Enrollment Form</a> within 30 days of hire. Benefits will become effective upon date of hire. Information is available at <a href="#">CHOICES Benefits</a> .
<b>Optional Participation Forms</b>
<b>403(b) Enrollment</b>
FVCC provides up to 7% in matching funds to employee contributions into the college's 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.
<b>Faculty Pay Election</b>
Faculty will be paid in equal installments over 12 months unless an election form is completed otherwise. Contact the Human Resources office for an election form.
<b>Invitation to Self-Identify</b>
<a href="#">Self-Identify and/or Veteran's Status</a> information is voluntary, but you are encouraged to respond so that the college can meet its obligations as a federal contractor.
<b>Employment Information</b>
The following information must be read and acknowledged by signing below.
<a href="#">Affordable Care Act Marketplace Notice</a>
<a href="#">Affordable Care Marketplace Coverage Information</a>
<a href="#">ADP Registration Instructions (Payroll and Leave Reporting)</a>
<a href="#">ADP Time and Attendance Instructions</a>
<a href="#">Alcohol Free Workplace Policy</a>
<a href="#">Behavioral Intervention Team (BIT) Information</a>
<a href="#">Board Policy</a>
<a href="#">CHOICES Benefits Information</a>
<a href="#">CHOICES Wellness Information</a>
<a href="#">Drug Free Workplace Policy</a>
<a href="#">Employee Handbook</a>
<a href="#">RetireSmart Self Registration</a>
<b>Acknowledgement</b>
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
<b>Checklist</b> – Print, sign, and bring all documents to Human Resources prior to first day of work.
<b>Required forms</b>
<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"/> CHOICES Benefits Enrollment
<input type="checkbox"/> New Employee Hiring Packet Acknowledgement Signature
<b>Optional forms</b>
<input type="checkbox"/> 403(b) Salary Reduction Agreement
<input type="checkbox"/> Self-Identify/Veteran's Status

