

**New Hire Packet Instructions**

**Once the TB clearance and New Hire Packet is complete, please upload your documents into a secured link to protect your confidential documents. Here is the link - <https://sbcc.sharefile.com/r-r88ae223b7e24fdbb>**

Note\* On-campus service has resumed. You will also need to present your identification documents again to Human Resources in-person to comply with U.S. Department of Homeland Security (DHS) guidelines. **We will be available Monday - Thursday from 9am-11am and 1pm-3pm (Office ECOC-4) to meet with you and view the original documents used to complete the I9 form; appointments are not necessary if you visit the office during these hours. Please contact me if you need to schedule an appointment outside of the hours listed above.**

Please fill out the following documents:

- Employee Information Sheet
- Acceptance of Employment
- Direct Deposit(Optional)
- I-9 Form, Employment Eligibility Verification
- W-4 Form
- Employee’s Withholding Allowance Certificate
- EDD New Employee Form
- Oath of Office/Payment of Warrant form
- Worker’s Compensation Form
- Employment Packet Checklist

\*The documents listed above are form-fillable.

**AND**

Please bring the following identification documents when turning in your Employment Packet:

- U.S Citizen: [School or State ID AND Social Security Card or Birth Certificate] or Passport
- International (F-1 Visa): Passport, Visa, I-94 cover sheet, Social Security Card and I-20
- Non U.S. Citizen: Employment Authorization Card or Resident Card

Must be the original identification document – Copies will not be accepted

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**New Hire Paperwork Directions**

Employment Information Sheet

1. Fill in responses 1-12
2. Optional response on page 2.

Acceptance of Employment(Students working Tutoring Assignments may disregard form)

1. Review form
2. Select response to meal break waiver question
3. Sign form
4. Have Supervisor sign form

Direct Deposit (Optional)

1. Complete form
2. Please attach a check that can be voided OR a deposit format letter from your financial

Institution.

3. Sign and Date

#### I-9 Form, Employment Eligibility Verification

1. Complete section 1 only
2. Sign and Date

#### W-4 Form

1. Complete section 1
2. Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5..
3. Sign and Date

#### Employee's Withholding Allowance Certificate

1. Enter Person Information
2. Enter Total Number of Allowances (see guide)
3. Sign and Date

#### EDD New Employee Form

1. Complete each section – (Start of Work Date can be an approximation)

#### Oath of Office

1. Fill in employee's name
2. Sign below
3. Human Resources will act as the document's witness

#### Payment of Warrant Upon Death of Employee

1. Fill in employee's name
2. Designate a recipient
3. Sign, date, and Print name
4. Human Resources will act as the document's witness

#### Worker's Compensation Form

1. Complete name and address field
2. Only select 1 of 2 options
3. Sign document
4. Please Note- Option 2 will require approval and signature from personal physician or medical group designee

#### Employment Packet Checklist

1. Print name and K#
2. Initial sections 1 and 2
3. Sign and Date
4. Human Resources will initial the remaining sections.