

# CHECKLIST FOR PART-TIME EMPLOYEES

Dear New Employee,

Welcome to Southern Seminary! As you begin the employment process we strongly encourage you to establish a personal file to retain, for future reference, copies of all forms completed as part of the employment process. As well as such forms as relate to your income, deductions and benefits. For your benefit a checklist has been created to assist you through this employment process. Please review the checklist below and contact Human Resources if you have any questions.

1	Required Forms	√	Date Completed
	<p>On your <u>first day of employment</u> The Southern Baptist Theological Seminary is <u>required by law</u> to obtain an I-9 Employment Eligibility Verification Form from you. Please stop by Human Resources today to complete this portion of your paperwork.</p>		
	<p>To ensure you receive payment in a timely manner the following forms must be completed and returned to Human Resources by the 3 days prior to the first bi-weekly payroll in which employment begins. To obtain these forms please visit <i>MySouthern/Human Resources</i> or visit the Human Resource office window.</p> <p><b>Employment Forms</b></p> <ul style="list-style-type: none"> <li>• W-4</li> <li>• K-4 (If KY resident <u>OR</u> do not qualify for non-resident status)</li> <li>• WH-4 (If IN resident)</li> <li>• Certificate of Non-Residence (If resident of IL, IN, MI, OH, WV, MI, VA)</li> <li>• Direct Deposit Authorization Agreement (Include a voided check)</li> <li>• Copy of your Ordination/License certificate (If applicable)</li> <li>• Private Computer Facility Legal Notice</li> <li>• Campus Directory Privacy Option</li> </ul> <p><b>Position Description</b></p> <p>A signed Position Description must be returned with signature of both the supervisor and new employee.</p>		
2	Payroll and Pay Stubs	√	Date Completed
	<p>Upon completion of the above forms, your paperwork will be processed assuring you timely pay and enrollment in all available benefit plans.</p> <ul style="list-style-type: none"> <li>• If your employment date does not allow time for paperwork to be completed by the first bi-weekly payroll of the month payment will be moved to the last bi-weekly payroll of the month.</li> </ul> <p>Your first payroll check will be delivered to your office via campus mail. All subsequent checks will be directly deposited into your personal bank account on the last business day of the month. Check stubs can be expected at your office and will be delivered via campus mail. We strongly advise you to review and retain all pay stubs.</p>		

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3	<b>Employee Record</b>	√	<b>Date Completed</b>																														
	<p>Establishing an employee record is the first step in gaining access to the network services. To establish your employee record please provide the following information to your supervisor on your <u>first day of work</u>:</p> <ul style="list-style-type: none"> <li>• Social Security Number</li> <li>• Full Legal Name</li> <li>• Preferred Name</li> <li>• Address</li> <li>• Home Phone Number</li> <li>• Marital Status and Spouse Name</li> <li>• Birth Date</li> </ul>																																
4	<b>PC Time Clock</b>	√	<b>Date Completed</b>																														
	<p>Once all paperwork has been processed in Human Resources and your electronic employee record appears as active and full-time, a PC Time clock badge number will be created by the Payroll section of the Accounting Services office. Your supervisor will train you to use:</p> <ul style="list-style-type: none"> <li>• PC Time clock as a time-punch to track your worked time</li> <li>• E-Timesheet to view your PC Time clock timesheet</li> </ul>																																
5	<b>Employee Access</b>																																
	<p>Several departments across campus require forms to be completed before you can have access to essential tools. (i.e. keys, parking, business cards) These forms should be completed by your supervisor prior to your arrival. However, please review the list below to determine if all forms have been successfully completed on your behalf.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>For</b></th> <th style="text-align: left;"><b>Complete</b></th> <th style="text-align: left;"><b>Return to</b></th> </tr> </thead> <tbody> <tr> <td>Jenzabar EX</td> <td>ITSecurityRequestForm</td> <td>IT</td> </tr> <tr> <td>Business Cards</td> <td>Business Card and Name Tag Form</td> <td>PR</td> </tr> <tr> <td>Stationary</td> <td>NotePad_Order</td> <td>Copy Center</td> </tr> <tr> <td>Name Plate</td> <td>admin_support/nameplateorderform</td> <td>Procurement</td> </tr> <tr> <td>Email / Network ID</td> <td>network_services/email</td> <td>IT</td> </tr> <tr> <td>Key</td> <td>security/Key_Form</td> <td>Security</td> </tr> <tr> <td>Vehicle Registration</td> <td>security/vehicle_register</td> <td>Security</td> </tr> <tr> <td>Personal Long Distance Code</td> <td>PersonalOfficeAccessCodes</td> <td>IT</td> </tr> <tr> <td>Office Long Distance Code</td> <td>OfficeLongDistanceAccessCodes</td> <td>IT</td> </tr> </tbody> </table> <p>All of these forms are located on <i>MySouthern</i>. For questions about specific forms please refer to the originating department.</p>	<b>For</b>	<b>Complete</b>	<b>Return to</b>	Jenzabar EX	ITSecurityRequestForm	IT	Business Cards	Business Card and Name Tag Form	PR	Stationary	NotePad_Order	Copy Center	Name Plate	admin_support/nameplateorderform	Procurement	Email / Network ID	network_services/email	IT	Key	security/Key_Form	Security	Vehicle Registration	security/vehicle_register	Security	Personal Long Distance Code	PersonalOfficeAccessCodes	IT	Office Long Distance Code	OfficeLongDistanceAccessCodes	IT		
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Key	security/Key_Form	Security																															
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6	<b>Shield Card</b>	√	<b>Date Completed</b>
	<p>To receive your Shield Card verify a time to have your ID picture(s) taken for you and for your dependents. Often these will be processed and provided immediately; however the ID cards may be processed and sent to your office via campus mail.</p> <p>Your Seminary Shield Card is required for admittance to the Health and Recreation Center as well as the Boyce Library. Several discounts and services are available to you as a Shield Card carrier. For more information on those discounts visit 5<sup>th</sup> and Broadway and inquire.</p> <p><i>Note: Sufficient time for processing your employment paperwork must occur before you will appear as a full-time employee in the campus information system. Verify your status with Human Resources if you are uncertain when to create your campus ID card.</i></p>		
7	<b>You are Official</b>	√	<b>Date Completed</b>
	<p>To become an official Southern Theological Baptist Seminary employee you must have accurate records across campus. Your supervisor will contact the following offices to assure accuracy of your information. Please review for your reference.</p> <ul style="list-style-type: none"> <li>• Post Office (ext. 4401) – Request your new department’s campus box number entered into your record</li> <li>• Information Technology (ext. 4016) – Add you to the Quick Reference List and the Telephone Services’ printable Quick Reference List</li> <li>• Network and Computing Services (ext. 4006) – To Verify your email address has been added to the Seminary’s Outlook Email</li> <li>• Public Relations (ext. 4141) – Add you to the Directory of Administrative Office and Schools and the Directory of Faculty and Staff Email Addresses in the Directory of the News and Resources section of the Seminary page.</li> </ul>		

Thanks for completing the Checklist for New Part-Time Employees! Human Resources would like extend our congratulations to you. You are now a new member of the Southern Seminary family! If you have any questions about Checklist or any required forms, please feel free to contact Human Resources at ext. 4721 or (502) 897-4721