

Dear New Employee,

Congratulations on your recent job appointment! To help you through your first week, a checklist has been prepared for you, which outlines all the required employment forms and contains helpful instructions to get you plugged into the Seminary. *If you do not already have a copy of the checklist, it is available on MySouthern, the Seminary intranet in the Human Resources tab.*

By federal regulation, you must have all of your employment forms completed and filed in Human Resources within **three days of your first day of work**. *If you are a new Exempt-Salaried employee or a Non-Exempt Full-time Hourly employee, please contact Human Resources to schedule a benefit meeting during your first week of work.*

Before you can receive your first paycheck all required forms must be completed and returned to Human Resources. Your payment will be delayed until these forms are received. Refer to the New Hire Checklist to determine what forms are required of you.

We value your time, as do you, so we have compiled a short list of items you will need to complete your employment forms, to help make the employment process more efficient:

- Original identification documents (must be presented in person, copies are not accepted). Such forms of identification include but are not limited to, VISA, driver's license and social security card. A comprehensive list is available on the intranet at *MySouthern/HumanResources*.
- One voided check or deposits slip from your checking or savings account. All employees must participate in direct deposit, even if you only anticipate a short employment.
- If ordained or licensed, you will need to bring a copy of your ordination/license certificate.
- If enrolling in Full-time benefits, please bring with you the social security numbers of all dependents.

Once again, we would like to welcome you to the Southern Seminary family! Please feel free to contact us if you have any questions and/or concerns regarding your employment here. You may call 897-4721 or email [humanresources@sbts.edu](mailto:humanresources@sbts.edu).