

# Welcome to Southern Seminary!

If you are receiving this letter you have just been hired by The Southern Baptist Theological Seminary as an Academic Assistant or Grader. *Congratulations!*

We want to help you become an official SBTS employee as quickly and easily as possible. Please review the all of the information below and contact Human Resources at (502) 897-4721 if you have any questions!

## Required Forms

On your first day of employment The Southern Baptist Theological Seminary is required by law to obtain an [I-9 Employment Eligibility Verification Form](#) from you. Please stop by Human Resources today to complete this portion of your paperwork.

To ensure you receive payment in a timely manner the following forms must be completed and returned to Human Resources as soon as possible. To obtain these forms please visit MySouthern/Human Resources or visit the Human Resource office, located in Sampey Hall.

### *Employment Forms*

- [W-4](#)
- [K-4](#) (If KY resident OR do not qualify for non-resident status)
- [WH-4](#) (If IN resident)
- [Certificate of Non-Residence](#) (If resident of IL, IN, MI, OH, WV, MI, VA)
- [Direct Deposit Authorization Agreement](#) (*Include a voided check*)
- A copy of your Ordination/License Certificate (*If applicable*)
- Private Computer Facility Legal Notice
- Campus Directory Privacy Option

## Your First Paycheck

As an Academic Assistant or Grader, your stipend is based on the total number of students for whom your Professor is responsible. For specific information about your pay amount – please contact your Department Secretary.

Your first paycheck will be a paper check and should be sent to your SBTS box on the last day of the month. All subsequent checks will be directly deposited into your personal bank account on the last business day of the month.

*\*\*Academic Assistants and Graders may have to wait until their class ‘makes’ or passes the drop-add date before they receive their first payment.* This is to ensure that the stipend amount is accurate. Therefore your first paycheck may be received on either, January 30<sup>th</sup> or February 28<sup>th</sup>. To learn when to expect your first check contact your Department Secretary OR Stephanie Lewis, Manager of Compensation & Employment Services at 897-4721.

We are so glad that you have joined the SBTS community. Welcome!