

HIRING CHECKLIST: ADMINISTRATIVE EMPLOYEES

Supervisor,

As you prepare to hire a new administrative employee, please use the checklist below which has been created to assist you. Contact Human Resources at ext. 4721 if you have questions about any step or procedure in this process. We are here to serve you!

1	Required Forms	√	Date Completed
	<p>On the <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 every new employee. Please ask the new employee to stop by Human Resources on their first day to complete this portion of the paperwork.</p> <p>To ensure the employee receives payment in a timely manner the following forms must be completed and returned to Human Resources by the 3rd day working. To obtain these forms please visit <i>Inside Southern</i> or visit the Human Resource office.</p> <p>Employment Forms</p> <ul style="list-style-type: none"> • W-4 • K-4 (If KY resident <u>OR</u> 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) • Copy of your Ordination/License certificate (If applicable) • Private Computer Facility Legal Notice • Campus Directory Privacy Option • Conflict of Interest • Consumer Report Disclosure • Hazardous Communication • Acknowledgement of Awareness <p>Benefit Forms</p> <p><i>Please call Human Resources as soon as possible to schedule a Benefit Meeting and to establish enrollment in the employee benefit plans.</i></p> <ul style="list-style-type: none"> • Group Plans Enrollment Form • HRA Enrollment Form • FSA Enrollment Form • Evidence of Good Health (If applicable) • Dental Enrollment Form • Waiver of Medical or Dental Coverage Form (If applicable) • Section 125 Cafeteria Plan • Retirement Enrollment Form • Salary Reduction Agreement • Baptist Denomination Form 		
2	Payroll	√	Date Completed
	<p>Upon completion of the above forms, the employee's paperwork will be processed assuring timely pay and enrollment in all available benefit plans. The payroll deadline is the 15th of each month. Please plan to have all employment forms returned to Human Resources by that date.</p>		

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3	Create Employee Record	√	Date Completed
	<p>As soon as the position has been filled, verify with your department's Information System trained employee that the new employee is in the address master. IF NOT, an employee record must be created. BEFORE creating a new record, verify that the new employee is NOT already in the address module by using the Name Search function to search for key biographical information. If there is not an Information System (ADDR) trained employee in your department, contact Campus Technology at ext. 4193.</p> <p>The following information will be needed from the new employee to create the record: <i>Social security number, Full name, NEW KY Address, Home phone number, Marital status, Spouse name, Employee birth date, Country of citizenship and Ethnic group.</i></p>		
11	Employee Access	√	Date Completed
	<p>To provide campus access for the new employee, please print and complete the applicable campus forms.</p> <p><u>Campus Technology</u></p> <ul style="list-style-type: none"> • Jenzebar EX Security Access • Email & Network ID Request • File Server Access • Sentry-File Access • Quick Reference Request • Phone Line Request <p><u>Communications</u></p> <ul style="list-style-type: none"> • Business Card/Nametag Order Form <p><u>5th & Broadway</u></p> <ul style="list-style-type: none"> • Note Pad Order Form <p><u>Procurement</u></p> <ul style="list-style-type: none"> • Name Plate Order Form • P-Card Request <p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> • Signature Authorization Form <p><u>Security</u></p> <ul style="list-style-type: none"> • Key Authorization Form • Vehicle Registration <p>All of these forms are located on <i>Inside Southern</i>. For questions about specific forms please refer to the applicable department listed above.</p>		

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12	Employee's First Day	√	Date Completed
	<p>Please send the employee to the Human Resource office to complete the I-9 Employment Verification Form, as <u>required by law</u>.</p> <p>On the employee's first day of employment:</p> <ul style="list-style-type: none"> • Introduce the employee to the department • Familiarize the employee with the physical surroundings (Including Fire Exits, Emergency Evacuation plans, etc.) • Provide the employee with a Campus Directory • Provide a brief tutorial of the Seminary intranet, Inside Southern 		
13	Shield Card	√	Date Completed
	<p>Sufficient time for processing employment paperwork and the PAF must occur before an employee will appear in the campus information system. Verify the employment status with Human Resources if you are uncertain when to create the campus ID card.</p>		
15	Employee Training	√	Date Completed
	<p>Schedule all position-applicable training needed for the new employee as needed.</p> <ul style="list-style-type: none"> • Information System Modules (Campus Technology ext. 4106) • Time clock Training for New Supervisors (Accounting ext. 4183) • Office Max Office Supply Ordering (Procurement ext. 4589) • P-Card Training (Accounts Payable ext. 4359) • PAF Training (Human Resources ext. 4721) • Budget Manager Training (Accounting ext. 4044) 		