




Paperwork Checklist for Hiring Part-time Faculty

Please ensure that you complete the following steps:

 Progress	Documentation
	Personal Data Form
	Employment Verification Form (I-9)
	MC Authorization to Release Criminal Information
	CJIS Finger Print Request Form (Contact with Minors Only)
	Complete Step 1 of Employment Verification Form (I-9)
	State of Residence Withholding Elections
	Federal Withholding Elections
	Direct Deposit Form (Optional)
	Paperwork Receipt from HRSTM Reception Desk

Prior to arriving to HRSTM Office, **please remember to bring Identification to complete your I-9 Form** (refer to the attached List of Acceptable Documents). Federal Law requires all U.S. based employees to complete the Employment Eligibility Verification form (known as the “I-9” Form), and to present original documents to their employer establishing their identity and employment eligibility within three (3) business days after they begin employment.