New Hire Checklist and Orientation Acknowledgement

Employee Information

Employee Name: _______________________________ Start Date: _______________________________
Position: _______________________________ Department: _______________________________
Phone#: (home/work/cell) _______________________________ □ GTA □ GRA □ PT Lecturer

Human Resources and Payroll Forms

☐ I-9 Form
☐ Employee Profile
☐ Authorization for Direct Deposit (Mandatory)
☐ Alabama State Tax Form (A-4)
☐ Federal Tax Form (W-4)
☐ Drug Policy
☐ Indebtedness Policy
☐ Foreign National Info (Alien Tax Information Form)

I acknowledge receipt of the following:

☐ Drug Policy
☐ Indebtedness Policy
☐ Instructions on “How to apply for a Social Security Card Number”

Certification and Acknowledgement

I certify that I have completed the online orientation session for new employees provided by Human Resources. During the session, I have been made aware of the above policies and procedures.

_________________________________________ Date
Employee Signature

_________________________________________
Print Name

Submit forms during the GTA Workshop to Human Resources or to SKH 102.

Humane Resources
Shelbie King Hall Room 102
256-824-2282
Contact Person: Vonda Maclin