INSTRUCTIONS FOR COMPLETING SHORT-TERM/SUBSTITUTE EMPLOYEE PAPERWORK

Human Resources & Equal Employment Opportunity

Welcome to Hartnell College! This packet includes the forms necessary to process you as a new employee and therefore authorize you to begin service. You may not begin service until these forms are completed and returned to your hiring department. Please return all required forms in one single submission. The following should provide you with helpful information for completing your employment process.

FORMS FOR YOU TO COMPLETE AND RETURN

1. **Short-Term/Substitute Employment Agreement (HR-23)**

2. **Employment Eligibility Verification (Form I-9):**
   Within three (3) days of employment you must complete the I-9 form and present ORIGINAL copies of your verification documents to your hiring department for inspection and verification. On the I-9 Form, complete all of Section 1, ending with "Employee's Signature" and "Date". Choose the documents(s) you will show as verification of your eligibility to work in the U.S. (Review the list on the reverse side of the form—you may use either one item from list A only, or one item from list B and one from list C).
   Timesaving tip: you already must present your social security card for W-4 purposes.

3. **Employee's Withholding Allowance Certificate (Form W-4):**
   Complete all sections on the Certification section (bottom portion); Do not leave box #5 blank! (Your original social security card reflecting your current name must be presented to your hiring department to be photocopied for payroll verification of your name and Social Security Number. Bring your card with you.)

4. **Automatic Deposit Authorization (Form HR-25X):**
   This form is optional. You are responsible for contacting your bank for the exact information and format required by your bank. Currently our payroll system only allows automatic deposit to one account at one banking institution. If you choose this option, you will still receive a pay stub delineating your earnings and deductions.

5. **Physician Designation Form (Form HR-20):**
   This is for work related accidents or illnesses. If you DO NOT designate a doctor you must go to a listed Medical Panel provider for your first 30 days of treatment. If you DO designate a doctor, you may go to that doctor for treatment without having to wait the 30 days. Your name, social security number, signature and completion of the Emergency Information are required regardless of whether or not a doctor is designated. An informational packet regarding work injuries entitled "The Injured Worker" is on the HR website.

6. **Warrant(s) Recipient Designation (Form HR-17):**
   Fill in the blanks. You may also wish to amend the form so that it reads "…as the person who, after my death, or incapacitation, is entitled to receive…"

7. **Standards of Employment/Service Agreement (Form HR-16):**
   Read and initial all five paragraphs. A Drug Free Workplace pamphlet is on the HR website. Your signature must be made in the presence of your department representative or Human Resources.

8. **Computer, Electronic Communication, and Network Use (AP 3720 & BP 3720)**:
   Complete the Computer and Network Use Agreement.

INFORMATION PROVIDED FOR YOU TO REVIEW

Please read links provided on Hartnell's HR website

- **Workers' Compensation Basics** - Referred to on '*Physician Designation Form*'
- **Drug Free Workplace Brochure** - Referred to on *'Standards of Employment/Service Agreement'* Form