

## Faculty New Hire Onboarding Checklist

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

New Hire are provided with standard onboarding forms/memos *prior* to their Onboarding appointment via **Adobe Sign**

**Adobe Sign** - Please follow the text field prompts to complete designated form areas and be sure to click on "submit" when ready to complete the interactive electronic submission process. HR will automatically receive a set; if you encounter any challenges with accessing/submitted, please connect with your HR Support contact.

Please **include applicable check marks** next to each completed form.

- (1). **COVID-19 Vaccination Record** – *Not included with onboarding forms; Step initiated/completed as part of initial welcome process.*
- (2). **Fingerprint/Live Scan Criminal Background Clearance** – *Not included with onboarding forms; Step initiated/completed as part of initial welcome process.*
- (3). **TB Risk Assessment Clearance** – *Not included with onboarding forms; Step initiated/completed as part of initial welcome process.*
- (4). **FORM I-9 (SECTION 1/EMPLOYEE)** –Refer to the Acceptable Documents listing to determine which document(s) you have readily available to upload per the "File Attachment" step (see form).
- (5). **CALSTRS RETIREMENT SYSTEM INFORMATIONAL MEMO** – Please review in preparation for completing related forms.
- (6). **CALSTRS PERMISSIVE MEMBERSHIP/ENROLLMENT FORM (SECTION 1-3/EMPLOYEE)** – Please see above referenced *Informational Memo*. Copy of CALSTRS new member/enrollment handbook is accessible at <https://www.calstrs.com/files/ed2c55961/MemberHandbook2022.pdf>
- (7). **CALSTRS RECIPIENT (BENEFICIARY) DESIGNATION FORM** – Please see above referenced *Informational Memo*.
- (8.) **W4/FEDERAL PAYROLL TAX FORM** – HR/Payroll can assist on a limited basis; please consult with a tax professional with questions regarding what you should claim or how to complete this form.
- (9.) **DE 4/STATE PAYROLL TAX FORM** - HR/Payroll can assist on a limited basis; please consult with a tax professional with questions regarding what you should claim or how to complete this form.
- (10.) **PRIOR RETIREMENT SYSTEM MEMBERSHIP MEMO FORM** – Please fill out completely.
- (11.) **PAYROLL DIRECT DEPOSIT AUTHORIZATION** – *Optional*; if you wish to enroll, please contact Payroll to initiate steps: Linda Terry ([lterry@marin.edu](mailto:lterry@marin.edu))
- (12). **LOYALTY OATH/PUBLIC EMPLOYEES DISASTER SERVICE WORKER FORM** – Human Resources will suffice as your witness.
- (13). **EMERGENCY CONTACT INFORMATION FORM** – Please provide one contact (minimum); you can update your contacts as needed via our MyCOMPportal/My Settings (left-hand side menu bar)/Personal Information available links post set up of your marin.edu email account.
- (14). **MEDICAL CLEARANCE** – Applicable for *first-time* California educational instructors (only); see memo for CA Ed Code details; please submit thirty (30) days prior to your first date of instruction.
- (15.) **OFFICIAL TRANSCRIPT(S)/COLUMN SALARY PLACEMENT** – Please order and request to have your official transcript(s) emailed to [hrc@marin.edu](mailto:hrc@marin.edu) . Official transcript(s) must be unopened or sent from the institution directly to Human Resources.
- (16.) **VERIFICATION OF EMPLOYMENT (VOE)/STEP SALARY PLACEMENT** - Verification of your employment has a significant impact on your immediate and long-term earnings while working at the college. Your step, which determines your pay rate, is based on your previous related work experience. You must coordinate the completion of this form with your previous employer(s); please complete the top portion of each form prior to routing. Form(s) must be received via Human Resources within six months of your start date (1<sup>st</sup> date of instruction/effective date of contract) for step placement credit. See form for general submission instruction details.

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**(17.) UNITED PROFESSORS OF MARIN (UPM) UNION MEMBERSHIP/ENROLLMENT (MEMO)** – *Optional*; Please read memo for instructions and/or to obtain contact information.

**(18.) MANDATORY COMPLIANCE TRAINING – SEXUAL HARASSMENT & ABUSIVE CONDUCT PREVENTION FOR NON-MANAGERS** - Training course is accessible online via our MyCOM/ProLearning portal; HR will connect with you via email regarding next steps; deadline for completion is within thirty (30) days of your first date of instruction. Please note this is **mandatory training**; failure to complete by the designated deadline may lead up to termination of employment.

**(19.) BOARD AND ADMINISTRATIVE POLICIES** – Please pages 10-13 of our **New Hire Onboarding presentation** (HR Support contact shared with you via email); or each are accessible via our college/district webpage: <https://policies.marin.edu/policies-procedures/chapter/chapter-3>

- BP/AP 3410 Non-Discrimination
- BP/AP 3430 Prohibition of Harassment
- BP/AP 3540 Sexual & Other Assaults on Campus
- BP/AP 3550 Drug and Alcohol Free Environment and Drug Prevention Program
- BP/AP 3560 Alcoholic Beverages
- BP/AP 3570 Smoke-Free Learning and Working Environment
- BP/AP 3720 Information Technology Use
- BP/AP 3518 Child Abuse Reporting

**(20.) RED FOLDER/ASSISTING STUDENTS IN DISTRESS** – Please review general details via “Information for Faculty & Staff” section and save this link to your browser: <https://ss.marin.edu/studentconduct/red-folder>

**(21.) COM EMERGENCY GUIDELINES HANDBOOK** – Please review general details and save this link to your browser: <https://police.marin.edu/sites/police/files/Emergency-Guidelines-Handbook.pdf>

I acknowledge receiving the above referenced new hire onboarding documents, memo(s), and related information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*(HUMAN RESOURCES)*

Reviewed/Verified by \_\_\_\_\_

Employee ID number \_\_\_\_\_

Initial \_\_\_\_\_

Date \_\_\_\_\_