



HUMAN RESOURCES DEPARTMENT
3800 CHARCO ROAD * BEEVILLE, TX 78102 * 361-354-2210

**NEW PART-TIME EMPLOYEE CHECKLIST
(PART-TIME AND/OR STUDENT WORKERS)**

FULL NAME: _____ POSITION: _____
LOCATION: _____ EMPLOYMENT START DATE: _____
DEPARTMENT: _____

All items on this check list are to be completed and all documents and the Check List are to be sent to the *Human Resources Office* by the employee's **first day of employment. *This information will not be sent to payroll until all forms are completed and received in the Human Resources Office.***

1. CBC Application
2. Texas DPS form
3. Employee Information Sheet
4. Release Form
5. CBC Policies & Procedures (print page 1 only; you will receive the policy information from SafeColleges)
6. Social Security Form (SSA-1945)
7. I-9 ***Must be completed within 3 days of employment start date. Section 2 MUST be completed or it is not valid. Pay will not be released if this form is not properly completed.***
8. W-4
9. Affordable Health Care Act
10. Email Application
11. non-student employees only: TRS Enrollment Form (CBC students do not need to complete this)
12. non-student employees only: Part-Time beneficiary form (***if you ARE currently contributing to TRS, you do not need to complete this form***)
13. Direct Deposit Form
14. SafeColleges Online Trainings – Employees must score complete all 5 trainings on an annual basis. The trainings will be emailed to your CBC email. Once completed, email a copy of the Certificate of Completion to mdunn@coastalbend.edu

Submit this checklist and ALL documents to the HR office or to the front desk assistant at your campus.