



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

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### NEW Full-Time Employee Checklist

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. Employee Information Sheet
3. 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.***
4. W-4
5. Release Form
6. Employee Hand-Out Receipt Form (you will receive the policy information from SafeColleges)
7. TRS Enrollment Form (CBC students do not need to complete this)
8. Social Security Form (SSA-1945)
9. Affordable Health Care Act
10. TRS beneficiary Form
11. Direct deposit Form
12. TRS Enrollment Form
13. 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](mailto:mdunn@coastalbend.edu)
14. Official Transcripts - Must be sent from the institution directly to Coastal Bend College Human Resources Office. For Professional positions only (see job description): Instructors & Administrators

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