

**SANTA BARBARA CITY COLLEGE
EMPLOYMENT CHECKLIST**

NAME _____ **K#** _____

Print Name

Please read and review the following information located online at:

Hourly Employees please go to http://sbcc.edu/hr/new_hire_reference_materials/short_term_hourly.php

Student Employees please go to http://sbcc.edu/hr/new_hire_reference_materials/on_campus_student_employment_information.php

_____ Important information regarding work limitations
_____ Drug Free Workplace Policy
_____ BP 3430-SBCC Prohibition of Discrimination/Sexual Harassment
_____ BP 6800-Safety
_____ AP 6800-Safety-Injury & Illness Prevention Program
_____ Payroll Schedule
_____ 403b Tax Sheltered Annuity Plan (*for Hourly Employees only*)
_____ Online Timesheet Instructions
_____ Crime Awareness and Campus Security Act, 1990
_____ ALERT-U Information
_____ Public Employee Disaster Service Worker Status
_____ New Hire Pamphlet

By initialing each line, I acknowledge that I will review and read the above listed documents located on the SBCC Human Resources Website. I have also received paper copies of the following items:

_____ Immigration Reform Act of 1986/Employment Verification Notice
_____ Public Employee Disaster Service Worker Status
_____ Payroll Schedule
_____ TB Risk Assessment ****NOTE: If you fail to keep the appointment, you will be required to reimburse the "College" for the amount up to \$26.00 This amount will be deducted from your first pay warrant.**
_____ Fingerprinting Requirement (DOJ & FBI) ****NOTE: Hourly and Specified Student Only**

EMPLOYEE SIGNATURE _____ **DATE** _____

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SBCC – HR OFFICE USE ONLY:

Human Resources has received from the employee:

_____ Information Sheet
_____ I-9 Form
_____ I-9 Required Documents – 2 copies of each
_____ Federal W-4 Form; State DE4 (Optional Form)
_____ Oath of Office/Payment of Warrant Sheet
_____ EDD Form
_____ Workers' Compensation Forms (2)

International Students additional documents (2 copies of each):

☐ Passport ☐ I-94 ☐ F-1 Visa ☐ I-20

HR SIGNATURE: _____ **DATE** _____