



Wharton County Junior College

PART-TIME EMPLOYMENT FORM

>>>>>> (This form is to be completed and signed by Hiring Authority) >>>>>>

Required Items - ALL EMPLOYEES

Employee Name _____ Start Date _____

Job Title _____ Dept./Division _____ Supervisor _____

Acct. # _____ Position Number _____

Rate of Pay _____ Work Location _____

Check Distribution: Campus & Building _____ or Mail to: _____

HIRING AUTHORITY - PLEASE INITIAL BY EACH ITEM

- 1. WCJC application for employment
2. I-9 Employment Eligibility Form (white)
3. Current W-4 (white)
4. Sexual Harassment Acknowledgement Form and packet* (dark green)
5. Americans w/Disability Acknowledgement Form and packet* (bright orange)
6. Employment Discrimination Acknowledgement Form & packet* (orchid)
7. Employee Reference Form (white with colored ink)
8. Retirement Options for Part-Time Employees (lemon yellow)
9. Emergency-Contact Sheet (goldenrod)
10. Disclosure of Personal Information (light blue)
11. Handbook Acknowledgement Form (buff)
12. Alcohol/Drug Regulations Acknowledgement Form and packet* (pink)
13. Affirmative Action/EEO Form (bright blue)
14. Applicant Pre-Employment Authorization for Criminal Background Check (white with colored ink)
15. WCJC Security Policies and Campus Crime Statistics Booklet Acknowledgement Form (light green)

* Booklet & packets are retained by the employee.

Retirement Program Choices - ALL EMPLOYEES

(ivory form, salmon/light orange form and enrollment form inside white TIAA-CREF packet)

- > Employees who are currently contributing to TRS must remain with TRS.
-> On the Retirement Options form (ivory), if the 403b plan (Option #4 or #5) is chosen, three items must be completed in order to enroll in TIAA-CREF complete (1) Complete and sign the Salary Reduction Agreement form (light orange), (2) TIAA-CREF Personal Information Verification form (3) and the TIAA-CREF Enrollment Form G (white) inside the TIAA-CREF packet.

Required Items - FACULTY/INSTRUCTORS ONLY

(Originals must be turned into the HR Office within 30 days of hire)

- 13. Official Transcripts (copies may be submitted until originals can be obtained) or Alternate Certification
14. Curriculum Vitae or Resume
15. Primary Language Form (light yellow)

Originator's Signature - Please check for completeness and accuracy of information. Incomplete packet (i.e. missing Required Items/Signature) will be returned to Department/Division for completion. This will delay payroll processing.

Originator/Departmental Hiring Authority Signature _____ Telephone # _____ Date _____

If you have questions regarding this form, contract the WCJC Human Resources Department at (979) 532-6561.

HR Use Only: Position Code: _____ Entered By: _____ Date: _____