



Wharton County Junior College Supervisor Guidelines

- ◇ All new hires/rehires **MUST** complete and submit a WCJC Application for Employment to HR.
- ◇ **Within 30 days of hire -- Faculty MUST submit:**
Official Transcripts (copies may be submitted until originals can be obtained) or alternative certification
Curriculum Vitae or **Resume**

1. Supervisors must have all part-time employees complete the Employment Packet provided by HR.
»»» Hiring Department must complete the Part-Time Employment Form and sign the bottom. »»»

2. **Required Information for All Employees:**

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- Employee's Name**
- Start Date**
- Job Title**
- Department/Division Hiring Employee**
- Supervisor**
- Account Numbers to pay employee:** include total accounting string with all accounts employee could be paid from
- Rate of pay**
- Work Location:** if multiple locations put employee's primary location
- Check Distribution:** Campus and Building or Home Mailing Address

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- I-9 Employment Eligibility Form (*white*)**
- Copies of documentation must be attached** [i.e. Social Security card & current driver's license]
- W-4 Form (*white*)**
- Sexual Harassment Acknowledgement Form (*dark green*)**
- Americans w/Disability Acknowledgement Form (*bright orange*)**
- Employment Discrimination Acknowledgement Form (*orchid*)**
- Retirement Option for Part-Time Employees (*lemon yellow*)**
- NOTE: If #4 or #5 (TIAA-CREF Participation) was selected on Retirement Option above **complete a-c:**
 - a. *Salary Reduction Agreement form (*salmon/light orange*)*
 - b. *TIAA-CREF Personal Information Verification form (*ivory*)*
 - c. *TIAA-CREF Enrollment form (inside the TIAA-CREF envelope)*
- Emergency-Contact Sheet** [original is retained by supervisor; copy to HR] (*goldenrod*)
- Disclosure of Personal Information Form (*light blue*)**
- Handbook Acknowledgement Form (*buff*)**
- Alcohol/Drug Regulations Acknowledgement Form (*pink*)**
- Affirmative Action/EEO Form (*bright blue*)**
- WCJC Security Policies and Campus Crime Statistics Booklet Acknowledgement Form (*light green*)**
- Applicant Pre-Employment Authorization for Criminal Background Check (*white with colored ink*)**
- Employee Reference Form (*white with colored ink*)**

3. **Faculty Only: Primary Language Form (*canary/light yellow*)**

4. **Required Signature:**
 Originator of the Part-Time Employee Packet Checklist (originator should check for accuracy and completeness of information in packet)
NOTE: An RAF and PAF are required for all Non-Faculty/Instructional Positions.

5. **Items Retained by Employee:**
 Sexual Harassment Packet Americans with Disability Packet Drug Regulations Packet

6. **WCJC Employee Handbook** is available on the WCJC website: www.wcjc.edu. A hard copy can also be printed from that location by the employee or supervisor.