

**ABRAHAM BALDWIN AGRICULTURAL COLLEGE**  
**PERSONNEL FILE CHECK SHEET**  
**FOR PART-TIME PERMANENT/TEMPORARY, FACULTY/STAFF**

\_\_\_\_\_ Name \_\_\_\_\_

In case of an emergency, please notify the following person:

Name	Relationship
Address	Phone Number
City	State Zip Code

\*\*\*\*\*

	Description	Documents Come From	HR Okay
<b>Forms</b>	Offer of Employment	Hiring Mgr. or Dept.	
	Application	Hiring Mgr. or Dept.	
	Payroll Information Form (PIF)	Hiring Mgr. or Dept.	
	Background Request Form	On-Line Orientation	
	State Security Questionnaire/Loyalty Oath	On-Line Orientation	
	I-9 Form	On-Line Orientation	
	Drivers License & Social Security Card	Employee	
	Federal Withholding Tax Form W-4	On-Line Orientation	
	State Withholding Tax Form G-4	On-Line Orientation	
	Request Form for Email and Phone Accounts	On-Line Orientation	
	Sure Pay Direct Deposit	On-Line Orientation	
	Georgia Defined Compensation Plan	On-Line Orientation	
	Exemption Form for Georgia Comp Plan	On-Line Orientation	
	Retirement Certification Form	On-Line Orientation	
<b>Policies</b>	Workers' Compensation Memorandum	On-Line Orientation	
	Policy Manual Acknowledgement	On-Line Orientation	
<b>Training</b>	Drug Free Workplace Statement	On-Line Orientation	
	Right-To-Know Video	On-Line Orientation	
	Auto Coverage and Safety, DOAS	On-Line Orientation	
	Resolving Conflict Training	On-Line Orientation	
	IT End User Security Training	On-Line Orientation	
	Sexual Harassment Brochure	On-Line Orientation	
	Ethics Training and Certification	On-Line Orientation	

All forms and training can be found at: [www.abac.edu/hr/hrorientation](http://www.abac.edu/hr/hrorientation) (On-Line Orientation)