



# ABRAHAM BALDWIN AGRICULTURAL COLLEGE

## Office of Human Resources Part-Time Staff Hiring Check List

Name

Phone

E-mail

Reporting Dept/Area

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

Name

Relationship

Phone Number

	Item	Completed
<b>Forms</b>	Staff Application	
	Offer of Employment	
	Personal Data Form	
	Background Request Form	
	Payroll Information Form (PIF)	
	State Security Questionnaire/Loyalty Oath	
	Employment Eligibility Verification-I-9 <i>Bring original documents for verification</i>	
	Federal Tax Withholding Form-W-4	
	Georgia State Withholding Tax Form-G-4	
	Direct Deposit Form	
	Direct Deposit Notification Form	
	Account Request Form	
	Georgia Defined Contribution Plan	
	Retirement Certification Form	
<b>Training</b>	Workers' Compensation	
	Auto Coverage and Safety Training	
	Drug Free Workplace Statement	
	Right to Know Chemical Training	
	Non-Harassment Training	
	IT User Security Training	