



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
Forms	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 Compensation Plan OR Georgia Defined Compensation Plan Exemption Form	
	Retirement Certification Form	
Training	Workers' Compensation	
	Auto Coverage and Safety Training	
	Conflict Resolution Training	
	Drug Free Workplace Statement	
	Right to Know Chemical Training	
	Non-Harassment Training	
	IT User Security Training	