

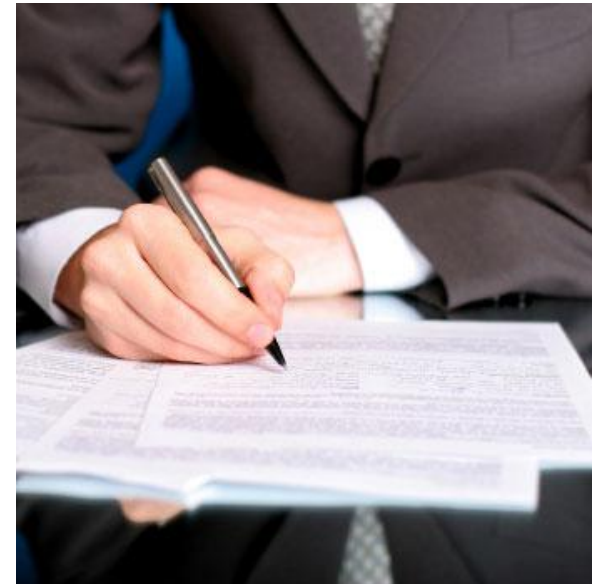
MODULE 2

Required Employment Forms

Employment Forms

During this module, you will be guided through forms essential to beginning your employment at Collin College. You will receive an explanation and brief instructions for completing each form. Some forms are necessary to receive your paycheck.

You will be asked to print a number of forms and bring them with you to your benefits meeting on your first day of employment.



If you have any questions, or if you do not have access to print these forms, please contact Human Resources at 972-985-3783.

Hard copies of all forms are available upon request.



Required Employment Forms

- [Online Orientation Checklist](#).* **Please print and complete this form.** You will use this form to check off each required form as you go through each module of the New Employee Online Orientation. You will bring this checklist, and all associated forms listed on the checklist, with you to your HR benefits meeting after completing the online orientation.
- [Employment Eligibility Verification Form \(I-9\)](#). **Please print and complete Section 1 of the I-9 form.** The Immigration Reform and Control Act requires all newly-employed individuals to complete the I-9 form and provide documents that establish identity and employment eligibility. See the list of acceptable documents attached to the I-9 form. Human Resources will complete Section 2 of the form at your HR/Benefits Meeting. **Please remember to bring original, unexpired documents required by the I-9 form to your first day HR/Benefits meeting.** Refer to page 5 of the I-9 form for a list of acceptable documents.



Required Employment Forms (cont.)

- **W-4 Federal Income Tax Withholding Form.** * **Please print and complete this form.** All new employees must sign a W-4. A copy of the employee's social security card must be attached to the W-4. (This is required for payroll purposes). Human Resources will ask to make a copy of your social security card at the time of your benefit orientation. Your social security card is required to ensure that the Payroll Department properly reports your annual earnings to the Social Security Administration.
- **Direct Deposit Form.** * **Please print and complete this form.** All employees are **REQUIRED** to have direct deposit. However, please note that your first paycheck after enrollment may or may not be direct deposited, depending on whether payroll receives confirmation of the account through a pre-note to your bank before the cut-off date. If it is not direct deposited, it will be processed as a paper check and will be sent to your department on payday. Then, your second and all subsequent payroll checks, will be direct deposited into your bank account.



Required College Forms

- **Salary Calculation Worksheet.** A copy of this form has been sent to you via email, along with your offer letter. You may keep the emailed copy for your records. You will be asked to sign the original worksheet at your HR/Benefits meeting. If you have not received your salary calculation worksheet, or if you have questions about how your salary was calculated, please contact Human Resources at 972-985-3783.
- **New Employee Information Form.*** **Please print and complete this form.** This information is collected after an employee has been offered employment and is used to assist Collin College in evaluating the effectiveness of its recruitment and selection procedures and for state and federal reporting.
- **Public Access Option Form.*** **Please print and complete this form** indicating whether you wish to keep certain information about you confidential. Unless you choose to keep it confidential, some information about you may be subject to public release if requested under the Texas Public Information Act.



End of Module 2

Congratulations, you have completed **Module 2 – Required Employment Forms** of the New Employee Online Orientation.

Please ensure you have printed the following forms during this module:

1. Online Orientation Checklist
2. Employment Eligibility Verification Form I-9
3. W-4 Income Tax Withholding Form
4. Direct Deposit Form
5. Public Access Option Form

Please exit out of this module and proceed to the next module listed in your offer letter.