

## New Hire Checklist

New Hire Name (LName, FName): \_\_\_\_\_

Employee Type:  Faculty  Staff  Adjunct Faculty  Other (e.g. Temporary/Extra Help)

Hire Start Date: \_\_\_\_\_ Department: \_\_\_\_\_

Hiring Official/Supervisor: \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_

School (if any):  College of Eng. Technology  College of Health Sciences  College of Arts & Sciences

W. Paul Cole, Jr College of Business  School of Education  School of Criminal Justice

Forms may be accessed here: <https://bluefieldstate.edu/resources/human-resources/forms>

**Please send completed forms, as one packet, to the Office of Human Resources, Conley Hall 202. Thank you.**

Hiring Dept Checklist	Description	HR Use Only	Status
	<b>Completed BSU Application submitted to Human Resources (signed) to begin Background Screening</b>		Received
	<b>BSU New Employee Data Sheet with a copy of the Social Security Card has to be submitted to Payroll and Human Resources before an approved WVOASIS Hire Date can be determined by our Payroll Department.</b>		Copy sent to Payroll
	<b>CV/Resume, Professional Licenses/Certifications</b>		Received
	If Faculty or Adjunct Faculty-- <b>Official Transcripts</b> (In order to be official, the transcript must be sent electronically to <a href="mailto:humanresources@bluefieldstate.edu">humanresources@bluefieldstate.edu</a> by the granting institution, or to the Office of HR via USPS.)		Received
	<b>Federal Tax Form (W-4)</b>		Sent to Payroll
	<b>State Tax Form(s):</b> --If WV resident, complete the WV IT-104. --If a Virginia resident (out-of-state resident), complete the VA-4 (Virginia Withholding tax form) <u>and</u> the WV Certificate of Non-Residence form (WV IT-104NR).		Sent to Payroll
	<b>WVOasis Payroll Direct Deposit Setup Form</b> w/attached VOIDED check		Sent to Payroll
<b>Applicant must visit in person to Hiring Dept or to Ofc. of HR to complete the Form I-9.</b>	The hiring Department must provide the applicant with the <b>Form I-9 Instructions</b> and the <b>Form I-9</b> blank form with a List of Acceptable Documents. <i>New Hire completes Section 1, Employer Representative completes Section 2 including the Certification, and Employer Representative attached copies of Acceptable Documents presented by New Hire. For help, call HR at x4013.</i>		Copy sent to Payroll
	<b>The hiring Supervisor submits the BSU Access and Confidentiality Agreement (signed) to Human Resources</b>		Received

	<b>BSU Hiring Department Orientation Checklist and Job Description to Supervisor</b>		Sent to Hiring Supervisor
--	--	--	---------------------------

**Completed By the Office of Human Resources**

	Background screening: Date Ordered by HR: _____ Date Received by HR: _____
	Key in BANNER (SPAIDEN & PZAEMPL)
	Email to IT (to create BSU Email, directory info, etc.)
	__Staff Handbook Rec _WV Previous State Exp_Vol Self-ID of Disability
	Contract Issued

References Checked

Added to BSU Org Chart (email PDF to charris@bluefieldstate.edu)

Welcome email sent to new employee with Orientation date and time

Personnel File Created

Orientation Packet Complete with Benefits

