New Hire Checklist

Congratulations on securing on-campus employment at Scripps College!
Before you begin working, you must complete the following steps in this order.

1. Accept offer from employer BEFORE you begin new hire paperwork

2. Obtain completed/signed Personnel Action Form (PAF) from supervisor

3. Fill out the following required forms in this packet AFTER you have received offer:
   - I-9 Employment Eligibility Verification (A list of acceptable documents is on page 9 of this form; copies are unacceptable. Page 8 will be completed by HR when you submit your paperwork)
   - Scripps College Employee Information Form
   - Scripps College Labor Code Section 2810.5 Notice to Employees
   - Acknowledgement of Receipt of MPR Information
   - Scripps College Code of Ethics
   - W-4 Form (Federal Income Tax Form)
   - Employee’s Withholding Allowance Certificate (California State Income Tax Form)
   - Scripps College Employee Identification Record (Voluntary to complete)
   - Direct Deposit Authorization Form (Voluntary to complete: If completed, HR will need a voided check or bank form that shows routing number and bank account number)
   - Affordable Care Act Notice (For your personal records only; no action required)

4. Submit packet of completed paperwork and supervisor-completed PAF to the Office of Human Resources in Vita Nova Courtyard.

5. Wait for email confirmation from Office of Human Resources that you have been cleared to begin working. You may not work a shift prior to receipt of this email.