



## New Hire Employee Cover Sheet Welcome to the Maricopa Community Colleges

Upon confirmation of hire, please complete and return all of the following documents. As a new member of the MCCCCD community, you are required to complete and return the attached paperwork before you can be paid. Once completed, this packet may be shared by all colleges/locations within MCCCCD.

Please return this packet in person to \_\_\_\_\_.

If you have any questions, please call \_\_\_\_\_.

Helpful telephone numbers for information: Internal Revenue Service (IRS): 1-800-829-1040; Social Security Administration: 1-800-772-1213.

1. EMPLOYMENT ELIGIBILITY - Form I-9\* (Employment Eligibility Verification Form). \*The list of acceptable documents is provided in this packet. Bring one document from List A OR two documents - one from List B and one from List C. By federal law, you have to complete Section 1 of Form I-9 within three business days of the first day of work for pay.
2. NEW EMPLOYEE DATA FORM.
3. EMPLOYEE DEMOGRAPHICS FORM - Maricopa Community Colleges is an Equal Opportunity/Affirmative Action Employer and complies with all applicable federal and state regulations. We are required to solicit this information. The information will be used for statistical reporting requirements and will be treated in a highly confidential manner.
4. LOYALTY OATH (for U.S. Citizens and permanent residents).
5. STATE & FEDERAL TAX FORMS. Print legibly using a pen with blue or black ink. Print your name and social security number as it appears on your social security card.
  - NON-RESIDENT ALIENS: Submit a Non-U.S. Citizen Employee Tax Form (Not intended for Permanent Residents or Employment Authorization Card holders without terms listed).
6. DEPARTMENT OF ECONOMIC SECURITY WAGE WITHHOLDING FORM.
7. MCCCCD ELIGIBILITY DECLARATION
8. AUTHORIZATION TO MAIL PAYCHECK (optional)
9. DIRECT DEPOSIT AUTHORIZATION (optional)

### **For Adjunct and Substitute Faculty**

1. RESUME or CURRICULUM VITAE.
2. OFFICIAL TRANSCRIPTS (unofficial transcripts are acceptable until officials come in)
3. CREDENTIALS VERIFICATION
4. ADJUNCT FACULTY EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM.

### **For Student Workers**

1. FICA INFORMATION FOR STUDENT EMPLOYEE (optional).

- *All new employees must complete the MCCCD SIS-FERPA/College Records tutorial online after being hired and receiving an employee ID number.*