

## ADJUNCT APPOINTMENT CHECKLIST

Dept. Check	Items to Include	HR use only
<input type="checkbox"/>	Personnel Requisition Form	<input type="checkbox"/>
<input type="checkbox"/>	Employment Application & CV	<input type="checkbox"/>
<input type="checkbox"/>	Part –time Adjunct Agreement	<input type="checkbox"/>
<input type="checkbox"/>	Employee Withholding Allowance Certificate (W-4)	<input type="checkbox"/>
<input type="checkbox"/>	Payroll Direct Deposit Authorization	<input type="checkbox"/>
<input type="checkbox"/>	Employment Eligibility Verification (I-9) w/supporting documents	<input type="checkbox"/>
<input type="checkbox"/>	Citizenship/Visa information (NON US Citizens ONLY)	<input type="checkbox"/>
<input type="checkbox"/>	Acknowledgement of Receipt of Policies (Substance Abuse and Sexual Harassment)	<input type="checkbox"/>
<input type="checkbox"/>	Demographic Form	<input type="checkbox"/>
<input type="checkbox"/>	Lease/Loan Agreement Form	<input type="checkbox"/>
<input type="checkbox"/>	Affirmative Action Form	<input type="checkbox"/>
<input type="checkbox"/>	Employment Agreement	<input type="checkbox"/>
<input type="checkbox"/>	Eaglelinks Account Application	<input type="checkbox"/>
<input type="checkbox"/>	Network Account Request Form	<input type="checkbox"/>