

FLORIDA A&M UNIVERSITY
New Employment & Sign-up Checklist
for Managers and Departmental Representatives

- Executive Service A&P USPS OPS
 Faculty (Please complete Section II Only)

Employee Name: _____

Class Title: _____ **Class Code:** _____ **Position #:** _____

Division: _____ **Department:** _____

Time Limited Position (See last box below): Yes No

Section I: Employee Documents

Instructions:

Please complete all necessary action items below for Section I. Please note all forms may not be applicable for OPS appointments.

Memorandum from the Office of International Education and Development is needed if applicant is a Foreign National, Non-Resident Alien, or citizen born abroad. Appropriate documentation must be attached and forwarded to the Office of Human Resources (HR) before appointment can be processed. This applies for all hires.

Florida Retirement System (FRS) Certification Form. The department must contact the Benefits Section in HR if the applicant has participated with an FRS employer.

Background check is a requirement for employment of all University employees and volunteers including mentors who are in positions and/or job classifications allocated as “special trust or safety sensitive”.

A copy of the documentation of Selective Service registration/verification for all males between the ages of 18 and 25. If this is a new hire, the selective service registration can be verified by calling (847) 688-6888, Registration # _____ (Document Verification Number).

Electronic employment application/resume for applicant.

Employment offer letter signed by the President, Provost or Vice President as appropriate.

Personnel Action Request Form or OPS Personnel Action Request Form.

Reference Check and Employment Verification Form. Please verify the number of full-time years of relevant experience as stated in the minimum qualifications for the position (Use a separate form for each employment verification).

Copy of applicant’s high school diploma or official college transcript as required by the minimum qualifications.

Update disposition status to “Interview” for all interviewees in iRattler if position was advertised and submit job offer through manage hires for final candidate; HR will notify unsuccessful candidates (who were not selected for an interview) via email. Departments will need to notify candidates who were interviewed, but not selected.

If position is USPS Time-Limited, (funded through Auxiliaries, Contracts and Grants, Local Funds, Foundation, or Title III dollars) the recommended applicant must read and sign the Time-Limited Statement of Terms and Conditions Form. If the position is A&P, the applicant should not sign the Time-Limited Statement of Terms and Conditions Form, but language should be included in the offer letter (See Offer Letter Template on HR website).

Section II: New Employee Sign-up Packet Documents

Instructions:

The below applicable forms must be completed by **all** new hires and forwarded to HR for processing in order for the new hire to be added to the University payroll system.

- Collection of Employee's Social Security Number Form (sign and date)
- Personal Information Form (sign and date)
- Oath of Loyalty (notarized)
- Florida Retirement System (FRS) Certification Form
- W-4 Form (sign and date)
- I-9 Form (sign and date with appropriate documentation according to instructions)
- Direct Deposit Authorization Form (**mandatory**/sign and date)
- Confidentiality and Security Agreement Form
- Terms and Conditions of OPS Employment Form (OPS New Hire Only)
- Social Security Card (signed copy)
- Driver's license or government issued photo identification card (copy)

Section III: Reminders

Interview at least two (2) internal eligible employees who are covered by a collective bargaining agreement, if at least two (2) have applied. If only one (1) such employee applies, the employee shall be interviewed. Give special consideration to University Support Personnel System applicants claiming Veterans' Preference pursuant to Chapter 295, Florida Statute. Department should keep all interview notes for at least four (4) years.

All new hire enrollment elections must be completed within 60 days from the date of employment. If elections are not determined within 60 days, the employee will not be eligible to elect coverage until open enrollment.

If you have any questions regarding the University's employment process, please contact HR at (850) 599-3611.