

Onboarding Checklist for New Adjunct Faculty

It is imperative that you work through onboarding procedures in a timely manner, so that you can be placed on the payroll and have access to university communications. All materials are to be returned to the Office of the Provost.

- **Teaching contract form** – Date and sign. Return the original. Keep the copy for your personal files.
- **Discrimination Awareness and Sexual Harassment Training** – Go to the Fort Hays State University website <http://bigcat.fhsu.edu/affirm/harassment/> and complete the online training. (*Policy and procedures statement enclosed in new faculty packet.*)

PLEASE NOTE THE FOLLOWING TWO DOCUMENTS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC:

- Form DA-204, State of Kansas Employee's Oath – complete all blanks marked with a red X. **Sign this document in the presence of a Notary Public and have your signature notarized.**
- Employment Eligibility Verification – Complete Section 1, sign and date. Since we cannot view your identification, please present your original identification to a Notary. (See attached list for acceptable identification.) **The Notary must make photocopies of your identification and write on the copies the following statement: "I certify that this is a true and correct copy of an original document." The Notary must also sign and affix the notary seal on the photocopies. Return the notarized photocopies of your identification and the signed I-9 form to this office.**

COMPLETE, SIGN AND RETURN THE FOLLOWING DOCUMENTS:

- New Employee Data Form- Complete, sign and return ASAP, for access to faculty portal and faculty LotusNotes email. <https://www.fhsu.edu/ctc/new-faculty-staff-info/>
- Authorization for Direct Deposit – complete "Employee Information" section and "Section A," sign and date the form. **Attach an original voided check.**
- State of Kansas Tax Clearance Information Form – Sign on the **Employee Name** line and date the form.
- Unclassified Appointment Form – Complete all blanks marked with a red X.
- W-4 Form for Employee's Withholding – Complete and sign.
- K-4 Form for Kansas Withholding Allowance Certificate – Complete and sign.
- Employment Survey – Complete.

- Substance Abuse Policy – Complete and sign.
- Insurance Exchange Information- Employers are required by federal law to provide employees with information about the new federally facilitated insurance exchanges (see enclosed sheet). The notice in the “Health Benefits and Wellness” section at the following link provides mandated information about the exchange:
<http://www.kansas.gov/employee/>. If you have any questions about the federally facilitated exchanges, please contact the Kansas Insurance Department at (785) 296-3071.
- Transcripts- Arrange to have official transcripts from all completed coursework sent to the Office of the Provost.
- Department Requirements- Contact department chair.