

Southwestern Community College
Curriculum Part-Time Employee
Documentation Submittal, Position Approval, and Salary/Wage Change

Employee Name _____

Colleague ID # _____

Required Paperwork

Employment Application

I-9 Form

Drug Free Workplace Compliance Form

Criminal Background Investigation Form

W-4 Federal Withholding Form

NC4 State Withholding Form

Policies and Procedures Acknowledgement

Employee Emergency Notification Form

Safety and Emergency Response Acknowledgement

Technology Services User Authorization Form

In addition, employee needs to be informed to have official transcripts sent to HR

**Information Required for
Colleague Position Code Assignment or Salary/Wage Change**

Requested by: _____

Date: _____

Start Date of Contract: _____

Budget Code(s): _____

Percentage

Percentage

Position Code, if known: _____

Class Title: _____

Current Salary/Wage: _____

Requested Salary/Wage: _____

If Change, effective date: _____

Approval

Instructional VP approval is only required if a salary/wage exceeds the
Curriculum Part-Time/Adjunct Faculty Pay Rate Schedule

Division Vice President: _____

Date: _____