

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

Employee Name _____

Colleague ID # _____

Required Paperwork

- | | |
|--|--|
| <input type="checkbox"/> Employment Application | <input type="checkbox"/> I-9 Form |
| <input type="checkbox"/> Drug Free Workplace Compliance Form | <input type="checkbox"/> Criminal Background Investigation Form |
| <input type="checkbox"/> W-4 Federal Withholding Form | <input type="checkbox"/> NC4 State Withholding Form |
| <input type="checkbox"/> Policies and Procedures Acknowledgement | <input type="checkbox"/> Employee Emergency Notification Form |
| <input type="checkbox"/> Safety and Emergency Response Acknowledgement | <input type="checkbox"/> 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/Wages 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

Division Vice President: _____

Date: _____