# Salisbury University (SU) Contingent I Hire Checklist

Super/Personnel Position Req. # \_\_\_\_\_\_\_

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| --- | --- |
| **Employee Name:** | **Hire Date:** |
| **Empl ID:** | **Position:** |
| **Department:** | **Department Contact:** |

* All contracts and new hire paperwork must be received in Human Resources (HR) as originals, complete and correct prior to the first day of the pay period in which the employee is expected to begin working in order to avoid a delay in pay.
* Fingerprinting must be completed after the employee signs the offer letter/contract. Fingerprint results must be received and approved by HR before an employee may start working. Once approved, HR will send an email notification to the department. Criminal Justice Information System (CJIS) fingerprint results may take up to 6 business days to reach SU. To obtain the CJIS pre-registration form, email [humanresources@salisbury.edu](mailto:humanresources@salisbury.edu) or contact your designated department contract support representative.
* I-9 must be completed after the employee signs the offer letter/contract.

**RETURN THIS CHECKLIST TO HUMAN RESOURCES WITH OFFER LTR/CONTRACT AND ATTACH ALL REQUIRED DOCUMENTS**

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| **Forms and Documents** | Submitted to HR(✓Or N/A) | HR Initials(HR use only) | Comments(HR use only) |
| **REQUIRED PAPERWORK FOR ALL CONTRACTS** | | | |
| **1. Employment Contract *(Required)*** [Contract forms](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/toolkit.aspx) |  |  |  |
| **2. Form I-9** ***(Required)*** [I-9 form](https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf)  *-Must be completed on/before the first day of employment (contract start date)*  *-Contact HR to schedule an appointment prior to start date* |  |  |  |
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| **ADDITIONAL PAPERWORK** | | | |
| **OPTION 1: New contingent employees AND returning contingent employees with at least a three (3) calendar year**  **break in service from SU.** | | | |
| **CJIS Fingerprinting** (Required) *email Human Resources for form*  Hiring Department must schedule fingerprint appointment for new hire [**Fingerprinting Booking**](https://outlook.office365.com/owa/calendar/FingerPrintingServices@gullssalisbury.onmicrosoft.com/bookings/s/UBduX2RysUmv2iR24hU5_g2) |  |  |  |
| **Sworn** **Statement** (Required) [**Sworn Statement**](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/_files/pdfs/Fingerprinting-Sworn-Statement-with-Rights-August-2017.pdf) |  |  |  |
| **Federal** **and** **State** **Tax** **Withholding** **Form** (Both Required)  [W-4](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-W4.pdf) (Federal) ***and*** [MW507](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-MD-Withholding-Form-MW507.pdf) (State) |  |  |  |
| **Direct Deposit Form** (Required) [Direct deposit form](https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/payroll/docs/direct-deposit-revised.pdf) **must be typed and signed with ink** |  |  |  |
| **Employee** **Data** **Sheet** (Required) [Data sheet](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/personal-Ddata-sheet-pdf.pdf) |  |  |  |
| **PD/PI Form** (Required - For non-exempt positions a detailed bulleted list of job duties and qualifications is also acceptable). [Pd form ***or***](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/PD_Form_Fill_Rev2017-Exempt_Locked-FINAL1.docx) [Pi form](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/PI_Form_Fill.docx) |  |  |  |
| **Offer** **Letter** (see HR website for letter templates)  [***or***](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/CI_Exempt_Offer_Letter_Template.doc)  [Contingent I Exempt Offer Letter Template](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/CI_Exempt_Offer_Letter_Template.doc) [Contingent I Nonexempt Offer Letter Template](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/CI_Non-Exempt_Offer_Letter_Template.doc) |  |  |  |
| **Original Resume/Application** |  |  |  |
| **Pre-employment Physical** (*if required* – Contact HR) |  |  |  |
| **OPTION 2: Returning contingent employees with a break in service from SU greater than one (1) calendar year (Jan thru Dec) but less than three (3).** | | | |
| **Employee Data Sheet** (*Optional* – only complete if information has changed) [Data sheet](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/Personal_Data_Sheet_-_Nov_2020_print.pdf) |  |  |  |
| **Federal** **and** **State** **Tax** **Withholding** **Form** (Both Required)  [W-4](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-W4.pdf) (Federal) ***and*** [MW507](https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee-W4/2024-MD-Withholding-Form-MW507.pdf) (State) |  |  |  |
| **Direct Deposit Form** (Required) [Direct deposit form](https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/payroll/docs/direct-deposit-revised.pdf) **must be typed and signed with ink** |  |  |  |