# Salisbury University (SU) Adjunct Hire Checklist

**Employee Name: Hire Date:**

**Empl ID: Position:**

**Department: Department Contact:**

**Directions:**

* 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.
* **Official** Transcripts for highest degree earned should be provided to the Human Resources Office, HH 153, 1101 Camden Avenue Salisbury, MD 21801 or electronically to [humanresources@salisbury.edu](mailto:humanresources@salisbury.edu).

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

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| --- | --- | --- | --- | --- |
| **Forms and Documents** | Submitted to Dean’s Office **(✓or N/A)** | Submitted to HR(✓or N/A) | HR Rep Initials(HR use only) | Comments(HR use only) |
| **Employment Contract (Required)**  [**Select Appropriate Faculty Contract**](http://www.salisbury.edu/provost/Faculty_Contracts/FacultyContractPage.html) |  |  |  |  |
| **OPTION 1: New Adjuncts AND returning Adjuncts with at least a three (3) academic year break in service from SU.**  *Note: Returning adjuncts without a break in service only need to complete these forms again if s/he wants to change any information.* | | | | |
| **CJIS Fingerprinting (Required)**  [email human resources](mailto:humanresources@salisbury.edu) |  |  |  |  |
| **Form I-9 (Required)**  [dhs i-9 form](http://www.salisbury.edu/hr/Current-Employees/toolkit.html#Form%20I-9) |  |  |  |  |
| **W-4 Tax Withholding (Required)**  <http://www.salisbury.edu/payroll/payrollauth.html> |  |  |  |  |
| **Direct Deposit Form (Required)**  <http://www.salisbury.edu/payroll/payrollauth.html> |  |  |  |  |
| **Employment Data Sheet (Required)**  [data sheet](https://www.salisbury.edu/hr/Forms/EmployeePersonalDataSheet%20042115.pdf) |  |  |  |  |
| **Offer Letter (Required, see Provost’s website)**  [offer letter](https://www.salisbury.edu/provost/Faculty_Contracts/2AdjunctOfferLetter/_vti_cnf/AdjunctOfferLetterNoACArevisedbyHR_Nov2015.doc)  [offer letter-ACA](http://www.salisbury.edu/provost/Faculty_Contracts/3AdjunctOfferLetterACA/_vti_cnf/Adjunct_Offer_Letter_with_%20ACA_revised_by_HR_Nov2015.doc) |  |  |  |  |
| Original Resume/Application |  |  |  |  |
| **OPTION 2: Returning adjuncts with a break in service from SU for at least one (1) semester but not exceeding one (1) academic year.** | | | | |
| **Form I-9 (Required)**  [dhs i-9 form](http://www.salisbury.edu/hr/Current-Employees/toolkit.html#Form%20I-9) |  |  |  |  |
| **OPTION 3: Returning adjuncts with a break in service from SU for at least one (1) academic year but not exceeding three (3) academic years.** | | | | |
| **Form I-9 (Required)**  [dhs i-9 form](http://www.salisbury.edu/hr/Current-Employees/toolkit.html#Form%20I-9) |  |  |  |  |
| **W-4 Tax Withholding (Required)**  <http://www.salisbury.edu/payroll/payrollauth.html> |  |  |  |  |
| **Direct Deposit Form (Required)**  <http://www.salisbury.edu/payroll/payrollauth.html> |  |  |  |  |