

SECTION 800.07

Processing New Personnel

The Department of Human Resources will correspond with the selected applicant, advising them of job title, salary, and the period of provisional appointment. The applicant will also be advised to report to Human Resources to complete their in processing. The following items are among those to be discussed /accomplished.

1. Conditions of Employment.

The following are required of all new employees and must be completed immediately after employment is secured:

- a. The State of Georgia Security Questionnaire and Loyalty Oath.
- b. Federal and State Exemption Certificates.
- c. Teachers Retirement membership application.
- d. I-9 Form within 3 business days of employment
- e. E -Verify within 3 business days of employment

Remote employees who are physically unable to present original documents in person may utilize the services of a notary public. The notary must review original documents and complete section 2 of the I-9 Form. The employee must complete section 1 of the I-9 Form.

The employee must return the original notarized **I-9 Form with copies of accompanying documents within three business days of the date employment begins. Employees must satisfy I-9 requirements prior to receiving compensation.**

f. Drug Free Workplace acknowledgement form.

g. Right-to-Know Form.

h. Acknowledgement of the classified handbook.

2. Identification Cards. Identification cards are made for all classified employees in the One Card Office.. These cards may be used for admission to campus facilities and activities.

3. Vehicle Registration. Those employees who plan to drive their automobiles should register their vehicles with the Department of Transportation and Parking and obtain a parking permit. Due to the limited availability of parking facilities, department heads should encourage the use of car pools among their employees.

Failure to ensure that hiring procedures are met within federal, state and institutional guidelines may result in staff, faculty, student and temporary employee from receiving a paycheck in a timely manner.

4. Hiring Date Definitions- With the implementation of ADP; Several terms require definition:

Service Date- start date of USG service

Hire Date- date hired into any position title at Valdosta State University. If a position title changes due to promotion; demotion or reclassification this hire date changes.

Co-Seniority Date- start date of Valdosta State University Service