

## Valdosta State University **Part Time Faculty** Employment Packet

### READ CAREFULLY PRIOR TO BEGINNING PAPERWORK

Welcome to Valdosta State University we look forward to having you here. In the packet that follows you will find required employment papers that must be completed for employment. Official transcripts of all academic degrees must be provided to the Office of Academic Affairs prior to initial hire date. In addition to the materials below you are required to complete an Employment Eligibility Form in person prior to hire date. All items below are required for payroll processing.

#### **Documents included in packet:**

1. Faculty Application Form
2. Security Questionnaire (green form) – Must be completed in the presence of a notary. The back of the form must be completed and notarized at **the top** (Affidavit of Verification) and **bottom** (Loyalty Oath).
3. Drug Free Workplace – return only the Employee Acknowledgement sheet
4. Environmental Health & Safety Division Right To Know
5. GA Defined Contribution Plan – if you are already a contributing member of the Teacher's Retirement (TRS) or Employee Retirement (ERS) you do NOT have to complete this form. However, you must provide a copy of your most recent paystub documenting your contribution.
6. Workers Compensation Compliance Form – Sign and date. Please keep the emergency care card on you at all times.
7. Intellectual Property Policy Agreement Statement – access web link for the actual policy <http://ww2.valdosta.edu/vsu/policies/documents/2405.1IntellectualPropertyPolicy.pdf> and sign statement proving that you have read the University's policy on Intellectual Property.
8. Consent for a Criminal Background Check
9. Direct Deposit form – Attach a **voided check**
10. Federal withholding form (W4) <https://www.irs.gov/>
11. GA state withholding form (G4) <https://dor.georgia.gov/documents/forms>
12. BANNER access form - On the form the ID # is your Social Security number and 6-Digit PIN is your date of birth (xx-xx-xx format).
13. Employment Eligibility I-9 Form Packet– Must be completed in the presence of a Bank or School notary (instructions attached).

**All of the above material needs to be returned by \_\_\_\_\_:**

Cassandra Ward  
Human Resources  
1500 N Patterson St  
Valdosta GA 31698-0001  
229-333-5709

#### **Official Transcript mailed to:**

Honey Coppage  
Academic Affairs  
1500 N Patterson St  
Valdosta GA 31698