

PART-TIME EMPLOYEES/ CHECK-OFF LIST

Employee Name _____

Application _____

Payroll-Part-Time Employee Data Entry Form _____

Certifying Employee Status under Retirement
Re-employment Laws (Form ESRR) _____

North Carolina State Tax Form (NC-4) _____

Federal Tax Form (W-4) _____

I-9 Form (Department of Homeland Security) _____

Drivers License/or Picture ID (2 copies) _____

Social Security Card (2 copies) –this is a must. Payroll department
will not pay without it. _____

Certification of Credentials & Qualifications Form _____

Original Credentials (Transcripts, Certifications) _____

DCC7-8 (College Staff Information Data) _____

Direct Deposit _____

Course Approvals (Instructors only)

403(b) Plan: Universal Availability Notice