

**PART-TIME EMPLOYEES/ CHECK-OFF LIST**

Employee Name \_\_\_\_\_

Application \_\_\_\_\_

Payroll-Part-Time Employee Data Entry Form \_\_\_\_\_

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) \_\_\_\_\_

Course Approvals (Instructors only)