

Temporary Employee New Hire Process

Hourly, Student, NPE, Temp Coaches (not Workstudy)

1. **Supervisor** **EMAILS** employee New Hire Paperwork packet (available for download in [Employee Forms and Resources](#))
2. **Employee** completes Neogov application (directions in packet)
3. **Employee** completes Section 1 of Personnel Action Form (“PA”) and **EMAILS** to Supervisor
4. **Supervisor** completes Section 2 and **EMAILS** directly to Budget Office sccbudget@shoreline.edu,
 - a. Do not include any other new hire paperwork.
5. **Budget** will send completed PA with signature and verified combo code(s) to HR. - **PLEASE NOTE THAT HR IS UNABLE TO ENTER THE EMPLOYEE INTO CTCLINK UNTIL BUDGET HAS APPROVED THE PA, ASSIGNED THE COMBO CODE, AND SENT THE COMPLETED PA FORM TO HR**
6. **Employee Completes New Hire Forms Electronically** (as much as possible)
 - a. Employee Personal Data
 - b. W-4 Tax Withholding
 - c. I-9 Employment Eligibility Verification-
 - i. **Employee** completes Section 1, **wait to sign**
 - ii. **Employee** meets with HR (when packet is complete) and HR will complete section 2
 1. Bring either 1 document from List A OR 1 document from List B AND 1 document from List C (See page 2 of I-9 form for lists)
 2. Must bring original documents (copies are not accepted)
 3. Also bring your social security card! Regardless of what documents are used for the I-9, **YOU WILL NOT BE ABLE TO WORK WITHOUT A SOCIAL SECURITY CARD**
 - d. Retirement Status
 - e. Release of Information
 - f. Policies & Procedures
 - g. Equal Opportunity Survey – Optional
 - h. Minor Parent/School Authorization – ONLY if under 18yrs old AND no High School Diploma or GED
 - i. *International Students Only* – International Student Verification
 - i. Employee completes top section
 - ii. Employee brings form to International Education Office
 - iii. IE representative will complete bottom section of form
7. **Employee prints and brings** the following to HR Office
 - a. All new hire paperwork (except PA which should come directly from the budget office)
 - b. Social Security Card
 - c. I-9 Documentation (acceptable documents on page 2 of I-9)

8. **HR** will complete I-9 with Employee
9. **HR** will enter job information into ctcLink once all forms and completed PA are attained
10. **Payroll** will set up time sheet in ctcLink for hour reporting
11. **Payroll** will send an email to supervisor that the employee is authorized to begin work
12. Employee **work email** ([_____@shoreline.edu](#)) will be automatically created within 24 hours and an activation notice will be sent to employees up to 3 days before their official start date. Supervisors will also receive an email regarding this employee email address activation which will include a link to request ctcLink and other access needed for the position.

For any process questions, please contact hr@shoreline.edu

For any payroll, tax, or benefits questions contact benefits@shoreline.edu