

Instructions to new hires on how to submit the new employee packet

Hi there!

I'm excited by the possibilities of working with you in my department. We have a VERY SHORT timeline. **You need to get all of this done by XXXXXXX.** I recommend **complete items #1-4 by XXXXXX (or sooner)** and **between the XXXXX complete #5 with payroll and fingerprinting.**

Here are your next steps: **Initiate #1 and #2 IMMEDIATELY because they take a little time!!!**

1. **TRANSCRIPTS =** Order official (sealed) transcripts from your Alma Mater – You may need to pay for a rush on it. I recommend getting 3 copies – one that remains sealed and goes to the district office, one that comes to me in the department, and one that stays sealed with you as a backup in case you need access to it quickly. I will open the department copy, so you can always make a copy so that you can scan it and have one on file in your records and keep the other one sealed.

Many universities used a centralized firm now or distribute “Sealed Online” Transcripts via email to a specific person. Unfortunately, the district has not caught up with this new tech yet....and because it has to go through multiple departments, they still want the old school sealed envelope. If you find that you'll be right up against the deadline, let me know via text **(XXX) XXX-XXXX** and I'll see if I can get you a little extra time.

2. **MEDICAL =** Make an appointment with your doctor or at a local clinic for a checkup and TB test. Get in quickly because after you take the TB test, you have to go back in 2-3 days for them to read if you had a reaction. From the application packet, take form HR-11 TB test and HR-21 Medical Cert. with you for the doctor/nurse/ physician assistant to sign off. If you tell them it's for employment hiring they may be able to see you quickly, or during a walk-in time slot.
 - It does NOT have to be a full check up!
 - If your doctor takes too long to get you an appointment, ask to see the doctor's Physician Assistant or a nurse instead who can stamp/sign the form (HR-21). They can always reference an old checkup if they want but it's really just a statement on you being “Free of communicable diseases”. Apparently many people go to CVS for this... (See next bullet).
 - CVS Minute Clinics are staffed by Physician Assistants. They can take care of that form for you **AND** the **TB test**. The great thing is that they have weekend hours. Typically:
 - M-F = 8:00-7:00 / Sat = 9:00 – 5:30 / Sun = 9:00 – 5:30. (arrive an hour before closing or set up appointment online).
 - TB shots are not covered there by your insurance. Typically \$35 for the shot + \$30 for the reading/certification form 48 hours later.
 - Double check details at your local CVS
3. Email me (department chair/dean) your updated resume. Be sure to include all of your higher education degrees and any special certifications and ALL of your years of

experience. If you have questions, text me at (XXX) XXX-XXXX. You can get this to me over the weekend. Email to xxxxxx@lattc.edu

4. Complete the packet of forms that I have attached + the W-4 which is a separately attached PDF. I have included a **SAMPLE** packet where I wrote notes on it to help you know clearly what to fill out.
 - For the I-9 employment form you fill out the top part. Payroll/Personnel fills out page 2 as they are looking at your legal documents. The acceptable legal documents are on page 3 of the I-9 form. Identify what you have and **bring the ORIGINALS** with you to Payroll/Personnel (**copies** of social security cards **DON'T** work). If you have a **valid passport**, that is the easiest instead of ordering a new SS card from the SS Administration which will take too long for our tight timeline.
5. **ONLY** once you have everything above completed, will you be able to set up an **appointment with the LATTC Payroll/Personnel office**.
 - Call the main number for Payroll/Personnel which is **(213) 763-7275**. Tell them that you are a New Hire Adjunct for the XXXXX academic department under (Department Chair/Dean) and that you would like to set an appointment to drop off your documents.
 - Your appointment should last for about 15 minutes if you have completed everything. You **MUST BRING**:
 - All Sealed Transcripts – (AA/BA/MA/PhD. – whatever applies to you)
 - Resume (comes to me + a set of your transcripts)
 - Complete application with 2 medical forms included, **AND**
 - **Original** document of your choice on the I-9 form.
 - Payroll/Personnel office hours are:
 - Mon-Thurs = 8:00 – 4:30
 - Friday = 8:00 – 12:00
 - TEXT me your name and appointment date/time **(XXX) XXX-XXXX**
 - You will need to see me first for about 15 minutes so that I can sign off on the first page of the application. I will tell you where to park, meet with you and walk you into Payroll/Personnel.
 - **LASTLY** – Payroll/Personnel will give you a list of where you can get **fingerprinted** through our approved district sites. One is at the main district office downtown and the other is at LA Valley College. They'll give you available times on Tuesdays, Wednesdays or Fridays. I believe the typical time slots are 9-11:30 and 1:00-3:00pm but some slots may already be taken. Payroll/Personnel has to call to officially set up the appointment so you should have your phone calendar available and so you can be ready to commit to a time. You will have to bring back one item once the fingerprints are done.

My contact info:

Phone number:

Email: