

LOS ANGELES TRADE-TECH
LATTC
 A Community College
New Employee Checklist

Academic

	Academic	Notes
✓	New Hire	
	Information Certification (HR -1)	
	Personal Data Self - Disclosure (HR - 2)	
	Oath of Allegiance /Support (HR - 3)	
	Report of Convictions (HR- 4)	
	Employment Eligibility Verification (I - 9)	Acceptable documents (e.g. Passport, CA ID and SSC)
	School Staff & Volunteers: Tuberculosis Risk Assessment (TCB-01)	
	District Employment Application	If applicable – check with your department
	Notification of Adjunct Faculty Selection R-130N	Adjunct faculty only
	Acknowledgment of Employment Conditions, SFP	If applicable – check with your department
	Medical Examination Certification (HR - 21)	
	Official Transcripts	Adjunct faculty only
	Form W-4	
	Address and Warrant Recipient Designation	
	Direct Deposit	
	Resume	
	Request for Live Scan	Provided by Campus Personnel when submitting packet
	WellComp – Workers Comp Info	Provided by Campus Personnel when submitting packet
	Discrimination and Harassment Policy	Provided by Campus Personnel when submitting packet
	Retirement System Information	Provided by Campus Personnel when submitting packet if applicable
	Condition of Employment Pursuant to CANRA Form	Provided by Campus Personnel when submitting packet