New Employee Packet

Student Workers

All student workers must complete new-hire paperwork in order to be entered into the ADP system for payment. All documents in the packet must be completed and signed by the prospective employee prior to presenting it to Human Resources for processing.

NO work may be performed before completing the required paperwork and drug screen.

If you have been paid through the SCNM Payroll system within the last year, we do not need a new packet, but please let us know if your address, direct deposit or tax withholding has changed. We will reactivate you in Payroll upon receipt of a signed Payroll Notice.

1. Print the entire packet. **Do not print double-sided.**

2. Complete the Section 1 of the I-9 and review the instructions. The I-9 form indicates what identification is acceptable as proof of your eligibility to work in the U.S. We must see your original identification when you turn in your paperwork. We are E-Verify compliant, therefore we do require a Social Security Number on the I-9 form, and one of your identifications must have a photo identification.

3. We require a completed SCNM Employment application for every employee; we are happy to accept your resume if you wish to provide one but we still ask that the application be completed.

4. Be sure to complete the tax exemption spaces on the W-4 and A-4 forms. We cannot enter this for you or advise you on the correct exemption. If you are in doubt, we suggest you consult with your tax professional. If you do not complete all spaces on the form, the IRS requires that we withhold taxes at the highest rate.

5. Confirm with your supervisor that a Payroll Notice has been forwarded to HR. No one can be entered into the payroll system without a Payroll Notice.

6. Call Andrea Thomas at 480-222-9268 or send an e-mail (A.Thomas@scnm.edu) to set up a time to turn in your paperwork and complete your drug screen. Please set aside about 1 hour to take care of this. You will be given 1 hour from the time you receive your authorization form to arrive at the facility for testing. Drug screening results are sent to HR immediately after completion.

   If you have had a drug screen within the last 6 months, please notify HR so we can obtain a copy of the results. You will not be required to repeat the test.

7. We strongly suggest you set up direct deposit for your pay. (This is completely separate from direct deposit through Financial Aid or the Business Office.) Please attach a voided check or routing information to the Direct Deposit form and be sure to sign it.

   It takes two pay cycles for direct deposit to take effect so you will receive one live check after being hired. All live checks and pay stubs are held in the Business Office for pick-up.