



NEW HIRE CHECKLIST

For all employees:

- W4 (Fill in, print, and return to Jessica Harmon) See link below for fillable form online. See note.
- VA4 (Fill in, print, and return to Jessica Harmon) See link below for fillable form online. See note.
- I9 (Fill in, print, and (return to Jessica Harmon) See link below for fillable form online. See note.
- Documentation for I9 (return to Jessica Harmon)
- SIMPLE IRA if eligible (return to Jessica Harmon)
- Employee Handbook (online <http://www.pccyorktown.com/staff-resources.html>)
- Credit Card agreement if applicable (return to Jessica Harmon)
- Reimbursable Expense Guidelines/ Accountable Reimbursement Policy (see handbook)
- Direct Deposit (optional) (return to Jessica Harmon) **Please note that checks are mailed to your permanent address, not a local college address.**
- Permission to Conduct a Background Check, if required by the position
- Contact Information for Financial Office
- Virginia New Hire Form (return to Jessica Harmon)

For full time employees (return to Jessica Harmon)

- Health Insurance forms
- Life Insurance and Disability forms
- Benefits Summary

For part-time employees

- Time cards <http://www.pccyorktown.com/staff-resources.html>
- Time card instructions and due dates

For Pastors

- Expense report forms
- 10 Essentials of Social Security for Ministers (attach to email)

NOTE: USE PERMANENT ADDRESS ON THESE THREE FORMS. DO NOT USE A LOCAL COLLEGE ADDRESS.

Fillable W-4 at this link

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Fillable VA-4 here:

<https://tax.virginia.gov/sites/default/files/taxforms/withholding/any/va-4-any.pdf>

Fillable I-9 here: Scroll down to pages 7-8 for the actual form.

<https://www.uscis.gov/i-9>