

**NEW FACULTY/AP HIRES CHECKLIST (Paid Appointments):****Employee:** \_\_\_\_\_

Updated 1/11/19

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- \*Notice of Faculty or A/P Staff Appointment form** (including page 5 – Statement of Purpose for Collection of SS #s)
    - Make sure there are no conflicting appointments on campus (Ask employee and/or check HRMS)
    - Identify Position ID if replacement. Leave Position ID blank if new position.
    - Verify salary rate
    - If A/P less than 100%, include the following statement on page two: “The employee and the University acknowledge that the employee will not work more than 40 hours in any one workweek.”
    - If A/P, minimum actual salary must equal \$1,972/month or greater (Due to FSLA changes in May 2005)
    - Foreign nationals must have appropriate work authorization such as F-1 with optional practical training, J-1, or H-1B. Appointment dates may not precede or exceed work authorization dates (Contact the Center for International Education if questions arise regarding an F-1 or J-1 Visa. Contact Melissa Gibbons in the Provost’s Office if questions arise regarding an H-1B Visa.).
    - Foreign nationals hired on continuing appointments must have the following contingency statement on the second page of the Notice of Appointment form:
 

"This appointment is contingent upon the appointee's continuing ability to comply with verification requirements of the Immigration Reform and Control Act of 1986. Loss of appropriate authorization to work in the U.S. shall result in automatic termination of this appointment."
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- \*Copy of Offer Letter Signed by New Hire** - new tenured/tenure-track positions ONLY
  - \*Hiring Approval** - For auditing purposes, employee signature date must not be dated prior to hiring approval date
    - Copy of the approved Hiring Audit Form Section II **and** a copy of the approved Position Description and/or Position Announcement **OR** a copy of the approved Search Waiver
  - \*Copy of Approved Position Request Form** - if applicable
  - Electronic Direct Deposit (EDD) Authorization Form** - routing and account numbers must be indicated
  - \*Employee W-4 Tax Withholding Allowance Certificate** - required to capture address
  - I9 form** - call Christell Holmes in HR at 453-6602 if you have questions
  - \*Illinois DCFS Acknowledgement of Mandated Reporter Status Form**
  - SIU Ethics Training Completion Form** - must be completed within 30 days of the commencement of employment
  - Sexual Harassment Training Completion Form** - must be completed within 30 days of the commencement of employment
  - \*Oral English Proficiency form** - required for all if teaching, all three signature blocks must be complete, top signature block cannot be signed by a delegate
  - \*Statement of Applicant’s State Universities Retirement Systems (SURS) Annuity Status**
  - \*Statement Concerning Your Employment in a Job Not Covered by Social Security** (Form SSA-1945)
  - Post-Offer Invitation to Self-Identify: Veteran Status**
  - Voluntary Self-Identification of Disability**
  - \*Personal and Professional Data form (P&P)** - original (should be single-sided)
    - For foreign national hires, make sure VISA type and dates of validity are reflected
  - \*Official Transcripts** of Highest Degree Earned/Required for the Position. “Issued to Student” transcripts are acceptable if official.
    - Make sure official transcript reflects the degree earned and date awarded
    - If the degree is from a foreign university that does not produce transcripts, a copy of the original diploma is acceptable only if the department signs and dates the copy verifying that it is a copy of the original
    - If the degree is not yet posted, then an original memo on letterhead from the Graduate School, Registrar, or Provost is acceptable (a memo from the Department Grad Program/Studies is not acceptable)
    - If ABD verification is required, an original, scanned, or faxed memo on letterhead from the Committee Chair is acceptable
    - E-scripts are acceptable if the department signs and dates the printed copy verifying the validity of the electronic version. As a reminder, the E-script must be sent to the hiring unit, not the student
    - If hire is contingent upon degree completion, contingency statement is needed. See Dean’s/Director’s Office for template. Include evidence about the candidate’s degree status, such as a letter from the candidate’s dissertation advisor indicating a realistic completion date.

***\*These items are required to process by the Office of the Provost and Vice Chancellor.***