**Faculty**

**New Employee Checklist**

**REQUIRED DOCUMENTATION**

*(You can complete your forms before your first day, but it is not required.)*

* Background Check Forms
  + ***\*All offers of appointment are contingent upon the successful completion of a criminal background check.***
* Demographic Form (*combined with the following forms*)
  + Statement Concerning Social Security
  + Direct Deposit Form and Required Upload (voided check or bank form)
  + Social Security Card Upload – Payroll Requirement (*Optional if it’s included with I9*)
  + Board Policy Conflict of Interest (*Familial Relationships*)
  + Policy & Systems Acknowledgement
  + Oath
* I-9 (ORIGINAL SIGNATURE REQUIRED)
* I-9 Documentation (REQUIRED)
* W-4
* PERACHOICE Information Booklet *(This will be covered in Orientation)*
  + PERACHOICE SIGNATURE PAGE *(you have 60 days to complete)*
* Official Transcripts
  + Electronic delivery (certified PDF from an educational institution) of official transcript is acceptable. Send directly to [hrs@pikespeak.edu](mailto:hrs@pikespeak.edu) or mail to

Pikes Peak State College

Attn: Human Resources Department

5675 S. Academy Blvd. #B200

Colorado Springs, CO 80906

* *Employee is required, at their expense, to request sealed, official transcripts for all degrees conferred and sent to Human Resources within* ***30 days of hire****.*
* *Any transcripts in a language other than English should be translated before being sent to us for credentialing.*