



**CHECKLIST FOR NEW & RETURNING ADJUNCTS  
HUMAN RESOURCES**

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Name: \_\_\_\_\_

	<u>Issued</u>	<u>Returned</u>
Contract	_____	_____
Payroll Packet	_____	_____
<input type="radio"/> <i>W4 Federal Withholding</i> <input type="radio"/> <i>A4 Alabama Withholding</i> <input type="radio"/> <i>I-9</i> <input type="radio"/> <i>Drug-free Workplace Agreement</i> <input type="radio"/> <i>Social Security Card</i> <input type="radio"/> <i>Direct Deposit Authorization</i>		
	<b>(Handouts)</b>	<b>(Signed Certificate)</b>
Online Ethics Training	_____	_____
Criminal Background Check Release Form.	_____	_____
<i>(Return form indicating acknowledgement that \$45 will be deducted from the first paycheck OR that employee has been fingerprinted.)</i>		
Family Relationship Disclosure Form	_____	_____

**If you have questions, please call 256-233-8224 or 256-216-3302.**