



NEW EMPLOYEE CHECKLIST
HUMAN RESOURCES

Name: _____

Issued

Returned

Letter of Appointment

Payroll Packet

- W4 Federal Withholding*
- A4 Alabama Withholding*
- I-9*
- Drug-free Workplace Agreement*
- Social Security Card*
- TRS Application*
- Direct Deposit Authorization*
- Official Transcripts (where applicable)*
- PEEHIP Confirmation Page*

Family Relationship Disclosure Form

ASU New Employee Checklist

(Handouts)

(Certificate)

Online Ethics Training

Criminal Background Check Release Form.

(Return form indicating acknowledgement that \$45 will be deducted from the first paycheck OR that employee has been fingerprinted.)

Salary Schedule

School Calendar *(on the campus drive)*

New Employee Orientation PowerPoint

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