New Employee Check list – When being paid by College

1. Complete New Hire packet at District Office HR Department
   a. Location – 2411. W. 14th Street, Tempe, 2nd floor
   b. Window at right – pick up packet
      i. Ask for Teresa Rodriguez or Melissa Descheenie
   c. Window at left – complete I-9 information
      i. See Lourdes or Kathy
      ii. Will need two forms of Identification
      iii. Check with Lupe Gutierrez in Employee Services regarding E-Verify status.

2. Once information is entered into Human Resource Management System (HRMS)
   a. New hire will be emailed an MEID this will provide access to HRMS for entering time etc.
   b. Human Resources will create an email account for new hire.
   c. New Hire will need to complete:
      i. Travel Acknowledgement form for current year It can be accessed at www.maricopa.edu/disclosure), by clicking on the Annual Travel Acknowledgement for the appropriate year.
      ii. Driving Test link http://www.maricopa.edu/legal/rmi/vehicle.htm
      iii. Complete the MCCCD Public Stewardship and Legal Issues Public Sector Employment at https://ecourses.maricopa.edu/webapps/login/ Once at this site you will need to log in with your MEID and password to access the trainings.
      iv. Blue Book access at the following link. http://www.maricopa.edu/publicstewardship/resources/bb.php

3. ***Hiring office*** will receive email with new hire information which will include Employee ID Office then:
   a. Create RPS in HRMS – call HR for ID # 480-731-8457
   b. Create New Employee Set up from Help Desk site.
   c. Emails Debbie Temple in Purchasing with request for Vendor Number
      i. Debra.temple@domail.maricopa.edu
      ii. Include employee name, ID # and address where checks are mailed if not being sent to campus
   d. Contact State Office for CIC username and password
   e. Obtain signature on SBDC current Conflict of Interest form

New Employee Check list – When being paid by another agency (i.e. Staffmark)

1. ***Hiring Office***
   a. Create New Employee Set-up from Help Desk site
      i. Enter note stating that this is a "Person of Interest" (POI) this will automatically notify HR that they need to provide an ID so that employee can have an email and corporate time account. Be sure to check all that apply on the New Employee Set-up form.