



SPARTANBURG METHODIST COLLEGE

NEW HIRE CHECKLIST

Before your first day

- Sign and return Letter of Employment.
- Complete and submit Authorization for Background Investigation.
- Complete required forms:
 - Personal Information Form
 - I-9 page 1 (instructions included)
 - W-4 for income tax withholding
 - Direct Deposit Form
 - Wage Payment Form
 - Photography Release
 - Parking Registration Form
 - Drug Free Workplace Form
 - QDIA Form
 - Insurance Selection Form
- Review benefit information included on the New Hire Page and prepare to sign up for benefits.
- Review QDIA information and return notice form.
- Prepare necessary documents to complete I-9 form. Acceptable documents are included on page three of the I-9
- Review insurance options and made decisions.
- Review formats for Business Cards if approved by supervisor and notify of Human Resources of your selection.
- Explore <https://www.smcsc.edu/> to familiarize yourself with the university, and take a virtual tour of campus.

First day

- Bring New Hire documents and original acceptable identification documents for Form I-9
- Visit the HR office to complete HR paperwork including benefit registration and I-9 verification forms and P&P familiarization.
- Verify email and network password – available upon arrival
- Obtain your SMC ID and parking pass from the Campus Safety Department, located on the side of Kingman Hall.
- Sign up for E2 Campus Alerts