



## New Employee Packet Checklist

Employee Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Last) (First) (Middle)

Entity/Dept. hiring: \_\_\_\_\_ Anticipated start date: \_\_\_\_\_  
(“Entity” is the name of the church/school/business site) (Must be a future date. Do not work until complete!)

### DIRECTIONS:

- ALL FORMS MUST BE COMPLETED IN THEIR ENTIRETY. Incomplete forms will delay processing.
- HIRING OF MINORS: Contact SCC Human Resources department *prior to hiring*, as special laws and restrictions will apply.
- **WRITTEN APPROVAL MUST BE RECEIVED FROM HR BEFORE THE EMPLOYEES FIRST DAY OF WORK (includes substitute teachers).**
- DO NOT REMOVE ANY PAGES FROM THIS PACKET.
- ALL WRITING MUST BE LEGIBLE.
- SUPERVISOR/EMPLOYEE REPRESENTATIVE WILL INITIAL THIS CHECKLIST TO INDICATE FORMS HAVE BEEN COMPLETED.
- INSTRUCTIONS FOR EACH DOCUMENT CAN BE FOUND ON THE HR WEBPAGE AT:

<https://scc.adventist.org/departments/human-resources>

## FORMS

Supervisor's  
Initials

### Forms to be completed by the Supervisor/Employer Representative:

\_\_\_\_\_ EMPL A - Employee Action Form

Supervisor's  
Initials

### Forms to be completed by the HR/Supervisor and Employee:

\_\_\_\_\_ EMPL B - EMPLOYMENT ELIGIBILITY VERIFICATION I-9 (**Page 1: Employee / Page 2: Supervisor**)  
*Errors have a federal fine of up to \$2,236 per violation! Be sure to read the I-9 instructions on the HR website before completing.*

\_\_\_\_\_ EMPL C- Wage Notice to Employee

Supervisor's  
Initials

### Items to be completed by the Employee:

\_\_\_\_\_ EMPL 01 -  Live Scan **AND**  AB506 Mandatory Training

\_\_\_\_\_ EMPL 02 - Employment Application

\_\_\_\_\_ EMPL 03 - Declaration of SDA Membership/Adherence to SDA Values  
NAD and SCC policies are that all employees MUST be a Seventh-day Adventist.

\_\_\_\_\_ EMPL 04 - Form W-4 Federal Employee's Withholding Allowance Certificate

\_\_\_\_\_ EMPL 05 - EDD CA State Employee's Withholding Allowance Certificate

\_\_\_\_\_ EMPL 06 - Direct Deposit Authorization Agreement

\_\_\_\_\_ EMPL 07 - Employee Information Sheet

\_\_\_\_\_ EMPL 08 – Adventist Retirement Plan Notice

\_\_\_\_\_ EMPL 09 – SCC Confidentiality Agreement

Please call the Human Resources Department if you have questions: 818-546-8415.

Once your New Hire Paperwork, Live Scan, and required training are complete, please contact your supervisor, and instructions on how to proceed will be provided.