**INSTRUCTIONS FOR HIRING MANAGERS REGARDING PART-TIME HIRING**

* Hiring Managers **must** inform Human Resources of any New Hires, two weeks or more before the intended start. Human Resources will e-mail the new employee a Background Check and the New Hire packet. (Certain circumstances may apply.)
* [**PART–TIME PERSONNEL ACTION FORM**](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=45275530-0593-4535-a0b2-43f7518193dc&env=na2&acct=83137fc2-e493-46bc-82f4-4b4c7c63e1ee&v=2) –Hiring managers will complete the Personnel Action Form to tell the business office an employee’s name, address, and other pertinent personal information. Please include the Position ID, Budget code, Hire/Start Date, and Hourly rate. The hire/start date should be the day the new hire starts working in their new or additional position. The hiring manager signs about the line “Employee Completing Form;” then new hire does not sign this form. Route through your Vice-President, and the Executive Vice President if there is a rate change for an existing employee.
	+ **For instructional positions:** The contract is generated through Colleague by the Curriculum Specialist based on course listings. Several signatures must be obtained before the contract is sent to the business office.
* **For non-instructional positions:** The Hiring Manager will need to complete a [**Part Time Contract**](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=07e2df91-8101-43b6-99e6-3b15d9885fa8&env=na2&acct=83137fc2-e493-46bc-82f4-4b4c7c63e1ee&v=2)**.** Fill out all requested information including an estimated total funds required for the contract.

**New Hire packets will not be complete unless all the following are included:**

* **College Staff Information Data**
* **W-4 and NC-4** – Filled out by the employee. Make sure marital status and total number are marked on both forms, and that the forms are signed and dated. Please ensure the most current copies are being filled out.
* **I-9 – EMPLOYEES MUST BE ENTERED INTO E-VERITY WITHIN THREE DAYS OF THEIR EMPLOYMENT IN ORDER TO BE COMPLIANT. TIMELY SUBMISSION TO THE** **BUSINESS OFFICE IS OF UTMOST IMPORTANCE.**
	+ Employee **only** completes Section 1, signs and dates the form.
	+ Humna Resources or Hiring Manager completes Section 2. Copies of the documents are made and attached with the I-9 and sent to the business office. Human Resources or the Hiring Manager also completes the Certification area, listing the employment date (this **MUST** match the date on the part-time personnel action form) and listing their name, title, RCC, address, and date.
	+ Human Resources or Payroll will enter the pertinent documents submitted by employee on the I-9, including expiration dates into E-Verify.
* **North Carolina New Hire Reporting Form** - Leave federal employer ID number blank. All other sections, unless listed as optional, need to be completed by the Hiring Manager.
* **Employee Status Under Retirement Reemployment (ESRR) Form** – Employee must fill out Section A, Section C, and sign Section D.
* **Drug Free Workplace and Sexual Harassment Policy Acknowledgements** – New employees must also complete policy acknowledgements
* **Direct Deposit Authorization Agreement for Automatic Deposits** – All employees are enrolled into Direct Deposit. A form with the required banking information must be attached when submitted.
* **Background Investigative Bureau: Background Check–** Every new hire is required to complete the background check authorization before starting a job with Randolph Community College. The employee may only begin working when background checks results are received. If there is an issue, Human Resources will inform Hiring Managers before employment begins. *The only exceptions are sworn officers or nurses who have background checks done through another agency.*

**Forms should be filled out and submitted together the Human Resources prior to the hire date. Human Resources will inform hiring managers of completed New Hire packets and background checks.**

**Rehires–** An employee rehired within less than a year must update all forms, except their I-9. A Part-Time Personnel Action Form with the addition of the President’s signature.

*If the rehired employee has an I-9 that has expired (more than three years old), in addition to the part-time personnel action form, please complete a new I-9. Please see the details above for proper completion of these documents.*