

INSTRUCTIONS FOR HIRING MANAGERS REGARDING PART-TIME HIRING

Option 1: New Hires – the packet will not be complete unless all of the following are included:

- PART-TIME PERSONNEL ACTION FORM** – Filled out by the hiring manager to tell the business office an employee’s name, address, and other pertinent personal information. Please include the Description of Action, 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 VP of Administrative Services if there is a rate change for an existing employee.
- College Staff Information Data** – Only items 1-9 need to be completed.
- 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.
 - Hiring Manager completes Section 2. The hiring manager must enter the pertinent documents submitted by employee on the I-9, including expiration dates. Copies of the documents must also be made and submitted with the I-9 to the business office. The Hiring Manager is also to complete the Certification area, listing the employment date (this **MUST** match the date on the part-time personnel action form) and listing the Hiring Manager’s name, title, RCC, address, and date. Please return all five pages of the I-9 document to the business office.
- 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.
- Castlebranch Disclosure and Authorization Form** – Every new hire is required to sign an authorization form for a background check before starting a job with Randolph Community College. The only exceptions are sworn officers, nurses who have background checks done through another agency, federal work-studies, and tutors. Please note: the hiring manager does NOT have to wait for the results. If there is a problem, you will be notified.

These 7 forms should be filled out and submitted together to the business office prior to the hire date. The employee may begin working before background check results are received. If there is an issue, you will be notified.

- Direct Deposit Authorization Agreement for Automatic Deposits** - Part-time employees have the option to enroll in Direct Deposit. Direct Deposit is not mandatory for part-time employees. However, if this option is selected, the form with the required banking attachment must be included in the new hire paperwork.

Option 2: Rehires– Only complete the following for a rehire IF their I-9 has not expired (is less than three years old)

- Part-Time Personnel Action Form (See above for details on completing

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, a new W-4 and a new NC-4. Please see details above for proper completion of these documents.

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- For instructional positions:** The contract is generated through Datatel by the Curriculum Specialist based on course listings. Several signatures must be obtained before the contract is sent to the business office. If an employee substitutes for an absent instructor, a Faculty Substitution Form is filled out and submitted to the Curriculum Specialist, who will then generate a contract for the individual that is substituting. If you have questions, please call the business office.
 - For non-instructional positions:** The Hiring Manager will need to complete a Form 10 contract. Fill out all requested information including an estimated total funds required for the contract.