

**INDIAN HILLS COMMUNITY COLLEGE**  
**NEW EMPLOYEE CHECKLIST**  
**For new student workers**

The purpose of this form is to make sure that you receive all required information. Do not hesitate to contact the human resources office should you have questions.

**PLEASE CHECK THE ITEMS YOU HAVE RECEIVED, SIGN BELOW AND RETURN** this list with the payroll forms. If an item is not checked, we will assume that it has been omitted from your packet. It will then be sent to you upon receipt of this checklist.

- \_\_\_\_\_ Health Insurance Marketplace Notice
- \_\_\_\_\_ Premium Assistance Under Medicaid and the Children’s Health Insurance Program (CHIP)
- \_\_\_\_\_ Retirement Investors’ Club Information
- \_\_\_\_\_ Systems & Confidentiality Responsibility Information
- \_\_\_\_\_ Web Time Entry (WTE) Instructions

**THE FOLLOWING FORMS SHOULD BE COMPLETED AND RETURNED:**

- \_\_\_\_\_ New Employee Personnel/Payroll Information Form
- \_\_\_\_\_ I-9 Form (**Please complete this form with an authorized E-Verify user: Jennifer Speer - Federal Work Study, Angela Ocker - Centerville student workers and adjuncts, Payroll/HR - all other student workers, adjuncts and new employees**)
- \_\_\_\_\_ E-Verify (**Same process as I-9 Form**)
- \_\_\_\_\_ Iowa W-4 Form
- \_\_\_\_\_ Federal W-4 Form
- \_\_\_\_\_ Direct Deposit Authorization
- \_\_\_\_\_ Job Description, if applicable (Please sign, date, and return one copy.)

Pursuant to Chapter 74 of the Iowa Code, please be advised that although you do not qualify for the Indian Hills Community College group health care benefits, health care coverage is available from a number of providers in the community. These providers change periodically. Please consult the yellow pages of your phone directory under the “Insurance” listings. If you are unable to locate these, please contact the Human Resources Office for assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date