

<b>NAME</b>			
<b>DEPARTMENT</b>		<b>POSITION</b>	

- 1. Confirm job offer with Human Resources
  - ⇒ Human Resources determines salary placement and will contact you with the details of the offer
  - ⇒ You will receive job offer confirmation letter & employment paperwork
  - ⇒ Human Resources will notify all parties involved in your hiring process once the offer is finalized
- 2. Fingerprints: schedule appointment with District Police (707.527.1000)
  - ⇒ Go to Human Resources prior to your appointment to have fingerprint forms reviewed
  - ⇒ Human Resources will notify you when your clearance is received (start date is contingent on fingerprint clearance)
- 3. Pre-employment Physical: Human Resources will contact you to schedule this appointment
  - ⇒ Only applicable for positions which have physical requirements; physical is scheduled after fingerprints are cleared
  - ⇒ Human Resources will notify you when your clearance is received (start date is contingent on clearance)
- 4. Submit employment paperwork to Human Resources
  - ⇒ Sign offer letter & return with other paperwork
  - ⇒ Once your paperwork is turned in, you will be entered into Human Resources Employee System and assigned an I.D. # (I-9 form must be completed and fingerprints cleared prior to an I.D. # being assigned)
- 5. Parking permit
  - ⇒ Form to request permit is available in the Accounting Office
  - ⇒ Fee is \$120/year for full-time employees and \$60/year for employees working 50% time or less
- 6. Confirm start date
  - ⇒ Once fingerprint and/or physical clearances are received, contact your immediate supervisor to confirm start date
  - ⇒ Supervisor will inform Human Resources of agreed upon start date to initiate payroll and other processes.
- 7. Board approval
  - ⇒ Your employment will be confirmed by the Board of Trustees once your start date is confirmed
  - ⇒ You will receive a letter with confirmation of Board approval
- 8. Sign up for SRJC e-mail account
  - ⇒ Human Resources will contact you with I.D. # to sign up for SRJC e-mail account
  - ⇒ Go to [www.santarosa.edu/outlook](http://www.santarosa.edu/outlook)
- 9. Benefits Orientation
  - ⇒ If your position is eligible for benefit coverage, Human Resources will meet with you to discuss benefit coverage
  - ⇒ Benefits are effective the first of the month following your start date
  - ⇒ You will have 30 days to elect a medical plan and elect coverage for other benefits (dental, vision, etc.)
- 10. Building access & work station
  - ⇒ If applicable, contact your immediate supervisor to get a key/swipe card for your work location and for office/computer setup
- 11. Work Calendar
  - ⇒ If applicable (for positions that work less than 12 months/year), work with your supervisor to do a work calendar
- 12. Educational Administrator Contract
  - ⇒ If applicable, you will receive a contract with the terms of your assignment from Human Resources
- 13. Faculty Assignments: Confirmation Letter and Web Access
  - ⇒ You will receive a letter with the terms of your assignment each semester from Scheduling
  - ⇒ Faculty Portal: go to <http://www.santarosa.edu/> and follow the instructions for access to the portal.
  - ⇒ Course Management System: log into <https://santarosajc.instructure.com/> with your Portal credentials to access your Canvas course shells.
- 14. Pay period
  - ⇒ Payday is once a month on the last working day of the month
  - ⇒ You can elect for direct deposit (form given at benefits orientation); one month delay on direct deposit
  - ⇒ If start date is after the payroll cutoff date (generally around the 15<sup>th</sup> of the month), pay for that month will be included in the following month's paycheck