Adjunct Onboarding Checklist

☐ New Hire Paperwork
- I9
- W-4
- Background Screening
- Direct Deposit
- Offer Letter Acceptance
- Human Resource Questionnaire
- Emergency Contact Information
- Confidential Information Agreement
- Electronic Communication and Signature Disclosure and Consent
- Conflict of Interest Disclosure Form
- New Employee Orientation Acknowledgment of Receipts of Policies
- Voluntary Pre-Employment Form for Gender and Race
- Voluntary Self-Identification of Disability Form
- Voluntary Self-Identification for Protected Veterans

☐ Benefits Orientation (if applicable)

- Waive/ Elect Benefits Paperwork

☐ Obtain RWU ID

☐ Training
- Environmental Health and Safety Training
- SANS Security Awareness Training
- Title IV and Harassment Training

☐ Registration for parking permit

☐ Email Login/ Computer Login