



## New Hire Guidelines for Part-Time Instructors

Welcome! Thank you for making the commitment to work with the students of Tulsa Community College. Now that you have completed an employment application, met with the Associate Dean or hiring representative for the division, and been asked to prepare to teach a class this semester, we have some requisite information you will need.

1) On the first day you actually work for Tulsa Community College, the clock begins ticking. You now have three workdays in which to visit TCC Human Resources and complete your working papers (the address, phone number, and map are included). Workdays are defined as Monday – Friday, 8:00 a.m. to 4:30 p.m. Please allow enough time (approximately 20 -30 minutes) to complete this employment process.

Working papers consist of:

A State of Oklahoma Loyalty Oath; HR Data Sheet; W-4 (tax withholding form); Direct Deposit Form; and the completion of your I-9

2) You must bring the following items with you to Human Resources:

- a) An original social security card – this is a State of Oklahoma requirement; if you do not have an original card, go to [www.ssa.gov](http://www.ssa.gov) to learn how to apply for a new or replacement card – new rules are now in effect
  - b) A voided check or a document showing the routing number of the institution where you have a savings account (all employees are paid through direct deposit)
  - c) Appropriate documentation to complete an I-9 form: List A includes documents that establish both identity and employment eligibility; List B establishes identity; List C establishes employment eligibility
- Note: an official photo ID is required for the e-verify process.

<b>One item from List A -- OR</b>	<b>-- One from List B AND</b>	<b>One from List C</b>
1. US Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the US provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. US social security card issued by the Social Security Administration ( <i>other than a card stating it is not valid for employment</i> )
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	Certification of Birth Abroad issued by the Department of State ( <i>Form FS-545 or Form DS-1350</i> )
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the US bearing an official seal.
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. US Military card or draft record	US Citizen ID Card ( <i>Form I-197</i> )
	6. Military dependent's ID card	ID Card for use of Resident Citizen in the United States ( <i>Form I-179</i> )
	7. US Coast Guard Merchant Mariner Card	Unexpired employment authorization document issued by DHS ( <i>other than those listed under List A</i> )
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	

	For persons under age 18 who are unable to present a document listed above: 10. School record or report card; 11. Clinic, doctor, or hospital record; 12. Day-care or nursery school record.	
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Tulsa Community College's Conference Center (which houses the administrative offices) is centrally located at 6111 East Skelly Drive in Tulsa. Human Resources is located in Suite 501 on the fifth floor. HR is available to help you with your working papers Monday – Friday from 8:00 a.m. to 4:30 p.m. Please allow approximately 20 – 30 minutes to complete this task. Phone 918/595-7856 For specific directions from your location, go to [www.mapquest.com](http://www.mapquest.com)

