HR Forms

The links on this page are to PDFs unless otherwise noted.

New Hire Paperwork

- Acknowledgment Form
- Computer/Internet Usage Agreement
- Confidentiality Agreement
- Direct Deposit
- |-9
- Nepotism Disclosure
- Part-Time Retirement Selection (Part-Time Employees Only)
- Public Access Option
- Release for Employment Verification
- Salary Increase Notification for Personnel Employed on or After April 1
- SSA-1945 Social Security Statement (Part-Time Employees Only)
- Transcript Request
- Travel Policy Agreement
- <u>W-4</u>

Dual Credit Instructor Forms

- <u>Dual Credit Instructor Agreement</u>
- Dual Credit Instructor Information
- Confidentiality Agreement
- Computer/Internet Usage Agreement
- Transcript Request

Acknowledgement Forms

- Affordable Care Act Notification
- Annual Drug and Alcohol Free Workplace Notice
- Employee Payroll Schedule 2022-2023
- Employee Payroll Schedule 2023-2024
- Supervisor Payroll Approval Deadlines 2023-2024
- Travel Guidelines

Workplace Notices

- E-Verify Participation Notice English/Spanish
- E-Verify Right to Work Notice <u>English/Spanish</u>
- EEOC Know Your Rights: Workplace Discrimination is Illegal <u>English</u>,
 Spanish
- Texas Department of Insurance Division of Workers' Compensation Notice Regarding Certain Work-Related Communicable Diseases & Eligibility for Workers' Compensation Benefits — <u>English</u>, <u>Spanish</u>

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