I’ve been hired as an Adjunct Instructor. Now what?

Congratulations and welcome to Columbus State!

In order to begin work, including Adjunct Orientation (see step 7), you must complete all required new hire forms. Here are the steps that must happen as soon as possible:

**Chairpersons**
1. Department Chairs must submit a complete new hire form and Letter of Acknowledgement (LOA) to Human Resources.

**Submit Online**
2. New hires must complete a background check by going to http://www.applicationstation.com and create an account using the code “CSSDS” (See the “Truescreen Directions” document for guidance)
3. At the same web address above, using the same login information, new hires should complete the "Employment Eligibility" (I-9) information. This time you'll type in the code: CSCC19

**Submit In Person**
4. Come to the Office of Human Resources to complete your payroll forms. These include:
   - Personal Data Summary
   - State and Federal Tax Information
   - Retirement System (STRS) information
   - Direct Deposit Form
   - Confidentiality Form
   - Fraud Acknowledgement

Please be sure to bring with you two forms of acceptable ID (see "Acceptable Documents" handout) as well as a voided check or deposit slip for direct deposit purposes. **We are located in Rhodes Hall - lower level Room 115. Our office hours are Monday – Thursday 8am-5pm and Friday 8am-4:30pm.**

**You will receive**
5. Once all forms are complete and submitted, you will be issued an ID (referred to as a "Cougar ID") and computer system ID. This information will be emailed to you (at the personal email you specify) and to your department chairperson. You will be given a "green card" indicating your proof of employment once your new hire paperwork is complete in HR.
6. ID cards and parking passes are issued by the Police Department located in the basement of Delaware Hall. You will be given a form in HR to take with you. Visit or call the Police Department at 287-2525 for information.

**Get Started**
7. Participate in Adjunct Orientation online at online at http://www.cscc.edu/about/faculty/orientation.shtml
8. Participate in further training and orientation as directed by your department.

**Should you have any questions or concerns please call Human Resources 614-287-2408.**