



# **HIRING PROCEDURES FOR NEW ADJUNCT FACULTY**





## New Adjunct Faculty Employee Checklist

Employee Name: \_\_\_\_\_ SMU ID #: \_\_\_\_\_  
If you don't have an SMU ID, HR will assign one.

Start Date: \_\_\_\_\_

### Complete the following steps **on or prior to your first day of work:**

- f Visit the Department of Human Resources on or prior to your first day of work to complete the *Form I-9* and present documents to a HR representative that establish identity and work authorization.
  - f The list of acceptable documents to complete the *Form I-9* is on the following page. Please bring your documents with you and remember that **all documents must be originals (copies are not accepted) and unexpired.**
  - f Office hours are 8:30 a.m. to 5:00 p.m. HR is on east campus, in the Expressway Tower, located at 6116 N. Central Expressway, 2<sup>nd</sup> floor, Suite 200, Dallas, TX, 75206. For questions or directions call 214-768-3311. [Location and parking information.](#)
  - f SMU is required by federal law to complete an Employment Verification Form (Form I-9) for all employees. Please note that the federal government may impose civil penalties on SMU when a new employee has not completed the Form I-9 appropriately. See [www.uscis.gov](http://www.uscis.gov) for further details.
- f Complete the *Temporary Employee Statement* within this packet
- f Complete the *Authorization & Consent Form for Background Check* within this packet

When you visit HR, on or prior to your first day of work, you will turn in the Temporary Employee Statement and Authorization &

# LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employers may present one select from List A  
or a combination of select from List B and one select from List C.

LIST A Documents that Establish Both Identity and Employment Authorization		
1. U.S. Passport or U.S. Passport Card	<p>1. Driver's License or ID card issued State of United States provided it contains a photograph or information, date of birth, gender, height, eye color, and address</p> <p>4. Voter's registration card</p> <p>9. Driver's License issued government authority</p> <p><b>For persons under age 18 who are unable to present a document listed above:</b></p>	
2. Permanent Resident Card or Alien Registration Receipt Card (Form-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed on machine-readable immigrant visa		
4. Employment Authorization Card that contains a photograph (Form I-766)		
5. Foreign passport alien authorized for a specific purpose because: <ul style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form-94 or Form-94A that has the following:                             <ul style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) A photograph of the alien's immigrant status that photograph has not expired and the photograph is not in conflict with any restrictions identified on the form</li> </ul> </li> </ul>		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form-94A indicating immigrant admission Compact of Free Association between the United States and the FSM or RMI		



## Temporary Employee Statement (Staff/Adjunct)

Employee Legal Name: Legal name as it appears on your social security card		SMU ID #: _____
Last Name:	First Name:	Middle Name:
Date of Birth:		Social Security Number:

Sex:  Male  Female      Marital Status:  Single  Married

<input type="checkbox"/> HS Grad or Equivalent <input type="checkbox"/> Associate Level Degree	<input type="checkbox"/> Bachelor's Level Degree <input type="checkbox"/> Master's Level Degree	<input type="checkbox"/> Doctorate (Academic) <input type="checkbox"/> Doctorate (Professional)	
Degree	Major	Institution	Year Awarded
Emergency Contact Information:			
Name:	Relationship:	Phone Number:	
Work Authorization Status:			
Citizenship Status: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-Resident Alien Country of Citizenship: _____ Visa Information: <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> H-1 <input type="checkbox"/> Other _____			

**HUMANRESOURCES ONLY:**  
Employment Classification  Temporary Staff



## Temporary Employee Statement (Staff/Adjunct)

Are you legally authorized to work in the United States for any employer?

Yes  No

If under the age of 16, please state your age: \_\_\_\_\_

How did you hear about this job (for Temporary Staff only)?

\_\_\_\_\_

Have you ever worked for SMU?

Yes  No

If yes, explain where and provide approximate date (mm/yy)

\_\_\_\_\_

Do you have a relative employed by SMU?

Yes  No



## Temporary Employee Statement (Staff/Adjunct)

Race/Ethnicity:

Do you consider yourself to be Hispanic/Latino(a)?  Yes  No

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

In addition, select one or more of the following racial categories to describe yourself. If you select two or more racial categories, please select one as primary.

Racial Categories	Primary	Definition
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/>	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	<input type="checkbox"/>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan,



# Temporary Employee Statement (Staff/Adjunct)

Voluntary Self-Identification of Disability

Temporary Employee Statement  
(Staff/Adjunct)





Temporary Employee Statement  
(Staff/Adjunct)



## Temporary Employee Statement (Staff/Adjunct)

Please Read Carefully and Sign Below

As a temporary employee, all work schedules are based upon the needs of the University and may be subject to change on a weekly basis.



**CONSUMER DISCLOSURE AND AUTHORIZATION REGARDING  
BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

**Disclosure**

Southern Methodist University may request from a consumer reporting agency and for employment- related purposes, a “consumer report(s)” (commonly known as “background reports”) containing background information about you in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable).

HireRight, Inc. (“HireRight”) will prepare or assemble the background reports for the Southern Methodist University. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com).

The background report(s)



## **CONSUMER DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- x You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
  
- x You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - x** a person has taken adverse action against you because of information in your credit report;
  - x** you are the victim of identity theft and place a fraud alert in your file;
  - x** your file contains inaccurate information as a result of fraud;
  - x** you are on public assistance;
  - x** you are unemployed but expect to apply for employment within 60 days.
  
- x** In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
  
- x You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but



**CONSUMER DISCLOSURE AND AUTHORIZATION REGARDING  
BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

x Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

x



**CONSUMER DISCLOSURE AND AUTHORIZATION REGARDING  
BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

2. To the extent not included in item 1 above:



**CONSUMER DISCLOSURE AND AUTHORIZATION REGARDING  
BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

Please complete, sign and return this form to SMU Human Resources by:

Fax: 214-768-2299

By e-mail: [recruitu@smu.edu](mailto:recruitu@smu.edu)

In person: 6116 N. Central Expressway, 2<sup>nd</sup> floor, Suite 200. Dallas, TX 75206

Name of Department Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/School: \_\_\_\_\_

If you have questions, please contact the Department of Human Resources at 214-768-



**CONSUMER DISCLOSURE AND AUTHORIZATION REGARDING  
BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

I acknowledge that I have received and carefully read and understand the separate "Disclosure and Authorization Regarding Background Investigation for Employment Purposes"; and the separate "Summary of Rights under the Fair Credit Reporting Act" that have been provided to me by Southern Methodist University.

By my signature below, I authorize the preparation of background reports about me, including background reports that are "investigative consumer reports" by HireRight, and to the furnishing of such background reports to Southern Methodist University and its designated representatives. (e)-(r) d an)-2.7 (o)-0.7 (94(b)-0.7 (o)1.3 2.7(g)2.1 (



## Your Payroll Direct Deposit Information in

To view/enter/update your direct deposit information, navigate to Self Service > Payroll and Compensation > Direct Deposit.  
Your current banking information for payroll deposits will be displayed on the screen.

It is esoly

- x Click "Submit" at the bottom of the page to save the new account information. (A small 'Saved' image will display briefly in the upper right corner of your screen.)
- x Click "Return to Direct Deposit" to view all of your updated account information.

### To **change** existing account information:

- x Click "Edit" button on the row to be updated. A new page will open with the fields populated with your current information.
- x

Go to <https://my.smu.edu/> and log in with your user name (SMU ID#) and password. You can make W-4 elections online via the Self Service area of my.SMU.edu under Payroll and Compensation. Please note that job data must be entered before you can make these elections. Check with your department to ensure that a Payroll Authorization Form (PAF) was submitted and that job data has been entered for your new job.

Please refer to our [Payroll Taxes](#) page for additional information, as well as [IRS instructions and worksheet](#) for properly completing the Form W-4. (Instructions are located at the top of the 1st page; the



**New for the 2018-19 academic year! You can order your new Adjunct Faculty semester permits online.**

**Here are some simple steps to order your permit online and have it mailed to you.**

Log on to " My Parking Account" on the Parking and ID card Service website

Go to [www.smu.edu](http://www.smu.edu)

2. Select "Get Permit"
3. On the permit selection screen. Select the appropriate permit for semester you will be teaching with the number of courses. Permits are available a couple of months in advance of each new term.
4. Enter or confirm your vehicle information, email and mailing address. You will receive an order confirmation by email and your permit will be mailed directly to your mailing address.
5. Complete the order using a debit or credit card and print the temporary permit by clicking on the hyperlink marked "Print Temporary Permit Now" on the last screen of the online order system before you logging. You will use this temporary permit while your order is being processed and mailed. You should receive the permit in approximately 5-10 business days via US mail.
6. The adjunct permits are available 1 month in advance of the semester start.
7. If you are not seeing adjunct permit options, it may be your parking account has not updated yet. Please contact us via email at [parking@smu.edu](mailto:parking@smu.edu) with your ID number and we will check and update if needed.

Please contact the Parking and ID Card Services at [parking@smu.edu](mailto:parking@smu.edu) or (214)768-7275 OR (214) SMU-PARK for additional information or assistance.

