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# NEW HIRE PROCEDURES

SHORT TERM EMPLOYEES & STUDENT WORKERS



**West Valley - Mission**

Community College District

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# AGENDA



**Overview of  
the hiring  
process  
through  
DocuSign**



**How to  
Complete the  
NOE and New  
Hire Packet in  
DocuSign**



**NOE's**  
Short Term NOE +  
Student Worker NOE



**Approved  
NOE**



**Questions**



**Contact  
Information**

# HIRING HUB/I-9 VERIFICATIONS

WEST VALLEY COLLEGE  
Location: HR Office

EVERY TUES/THURS  
9:00am to 1:00pm

MISSION COLLEGE  
Location: SEC346

EVERY MON/TUES  
9:00am to 1:00pm

PLEASE HAVE EMPLOYEE  
BRING DOCUMENTS TO I-9  
VERIFICATION MEETING

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT  (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION  (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION	
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	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal	
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Native American tribal document	
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:  a. Foreign passport; and  b. Form I-94 or Form I-94A that has the following:  (1) The same name as the passport; and  (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
		7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security  For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a> .  The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.	
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

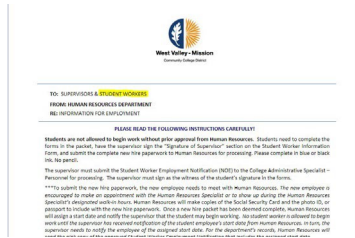
# THE PROCESS – ONLY 7 STEPS

Step 1



New hire meets with supervisor.

Step 2



Supervisor sends New Hire Packet/NOE

Step 3



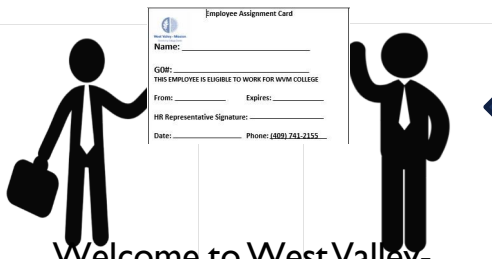
New hire completes packet

Step 4



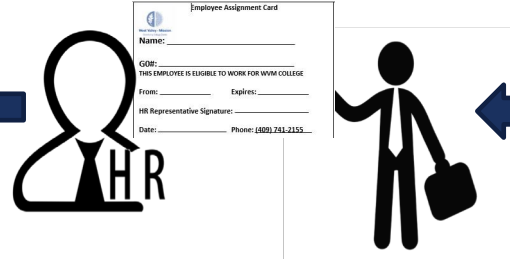
Supervisor signs required forms

Step 7



Welcome to West Valley-Mission Community College District!

Step 6



Once documents have been approved, HR will approve the NOE Via Docusign

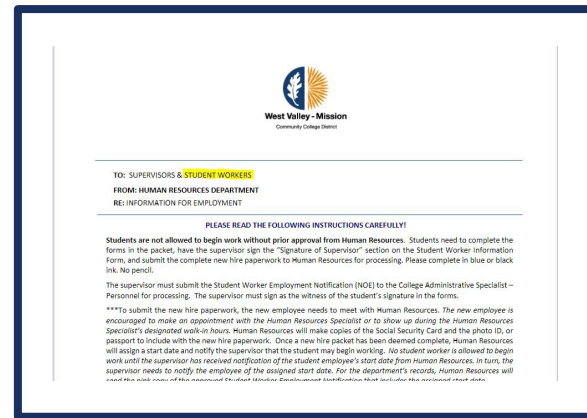
Step 5



HR verifies New Hire Packet, NOE & Completes I-9 Verification



# STEP 1 & 2



- Supervisor meets with employee:
  - Provides New Hire Packet via DocuSign
  - Completes NOE via DocuSign
  - Informs employee to dedicate 1-1.5 hours to complete the New Hire Packet
  - Summarize all required documents and information needed to complete the NHP
  - Provides the new employee the I-9 Verification Drop In meeting times
  - Reminds employee that all steps (Hire Packet, I-9 verification, TB Results and Livescan) need to be completed before they can begin working.

# THE HIRING PROCESS VIA DOCUSIGN

DocuSign eSignature Home Manage **Templates** Reports

NEW ▾ My Templates Search My Templates FILTER

Name	Owner	PowerForms	Created Date	Last Change	Folders	USE
★ Short Term NOE (Administrative Completes) Included in matching	HR Assistant	4 Active	7/20/2021 03:58:05 pm	7/11/2022 03:06:12 pm	Admin. Specialist	USE ▾
★ Student Worker NOE Eligible for matching	HR Assistant		7/20/2021 04:00:32 pm	6/30/2022 03:09:14 pm	Student Workers	USE ▾
★ Short Term NOE Eligible for matching	HR Assistant	1 Active	8/2/2021 04:56:30 pm	6/16/2022 11:32:53 pm	Student Workers (1)	USE ▾

## THINGS TO REMEMBER

- Sign into docuSign and select “Templates”
- Select “Shared with Me”
- Select the document you want to use and click “USE”
- Assign all the levels of those who need to sign and complete the file, including yourself
- Click “SEND”
- **Once you send it, then complete it. DO NOT complete prior to clicking send as it will update the template and make it not able to be used by anyone**

# STEP 3 (NEW HIRE RESPONSIBILITIES)



## New Hire Checklist

- New hire schedules TB test (required) and Live Scan/ Fingerprinting (if applicable)
- New hire attends one of the drop in meetings for I-9 Verification
- New hire completes New Hire Packet
- New hire awaits the confirmation from the Supervisor that the paperwork has been processed and they can begin working



TO: SUPERVISORS & STUDENT WORKERS  
FROM: HUMAN RESOURCES DEPARTMENT  
RE: INFORMATION FOR EMPLOYMENT

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!**

Students are not allowed to begin work without prior approval from Human Resources. Students need to complete the forms in the packet, have the supervisor sign the "Signature of Supervisor" section on the Student Worker Information Form, and submit the complete new hire paperwork to Human Resources for processing. Please complete in blue or black ink. No pencil.

The supervisor must submit the Student Worker Employment Notification (NOE) to the College Administrative Specialist - Personnel for processing. The supervisor must sign as the witness of the student's signature in the forms.

\*\*\*To submit the new hire paperwork, the new employee needs to meet with Human Resources. The new employee is encouraged to make an appointment with the Human Resources Specialist or to show up during the Human Resources Specialist's designated walk-in hours. Human Resources will make copies of the Social Security Card and the photo ID, or passport to include with the new hire paperwork. Once a new hire packet has been deemed complete, Human Resources will assign a start date and notify the supervisor that the student may begin working. No student workers are allowed to begin work until the supervisor has received notification of the student employee's start date from Human Resources. In turn, the supervisor needs to notify the employee of the assigned start date. For the department's records, Human Resources will send the risk name of the assigned Student Worker Employment Notification that includes the assigned start date.



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## STEP 4

- Supervisor signs required forms on New Hire Packet via DocuSign once received from new employee. (DocuSign will automatically send you the hire packet once the employee completes its)



## REQUIRED RECIPIENTS (CONT. STEPS 4 )

### Short Term NOE


- Financial Analyst Initials – Account Number
- Budget Administrator(s) signature
- Vice Pres./Pres./Vice. Chan./ or Designee
  - Student Services go to VPSS
  - Instruction goes to VPI
  - Admin goes to VP of Administrative services
- Management Analyst initials

### Student Worker NOE

- Financial Analyst – Account Number
- Budget Administrator(s) signature
- Management Analyst initials (MC)

**All NOE's MUST be filled out completely with the only exception of start date.**

# STEP 5

  
**West Valley - Mission**  
 Community College District

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**TO: SUPERVISORS & STUDENT WORKERS**  
**FROM: HUMAN RESOURCES DEPARTMENT**  
**RE: INFORMATION FOR EMPLOYMENT**

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\*\*\*To submit the new hire paperwork, the new employee needs to meet with Human Resources. The new employee is encouraged to make an appointment with the Human Resources Specialist or to show up during the Human Resources Specialist's designated work-in hours. Human Resources will make copies of the Social Security Card and the photo ID, or passport to include with the new hire paperwork. Once a new hire packet has been deemed complete, Human Resources will assign a start date and notify the supervisor that the student may begin working. No student worker is allowed to begin work until the supervisor has received notification of the student employee's start date from Human Resources. In turn, the supervisor needs to notify the employee of the assigned start date. For the department's records, Human Resources will post the start date of the assigned Student Worker Employment Notification to include the assigned start date.

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**Employment Eligibility Verification**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

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**▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town
		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
	□□-□□-□□□□		


I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):



- HR meets with employee in person to verify I-9 Documentation (This step is missed and is the number one reason that staff are not processed as soon as they can be)
- New employee should have submitted:
  - Completed New Hire Packet
  - TB results & Live scan (if required)
  - Social Security Card

# STEP 6

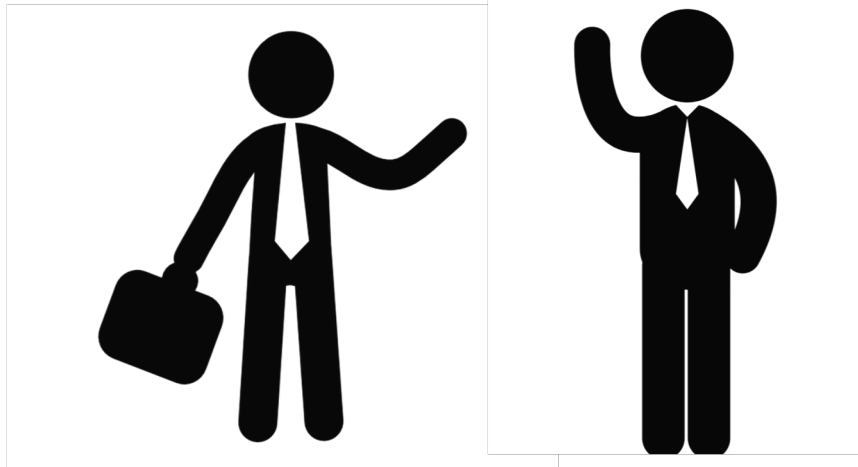
Employee Assignment Card	
	
Name: _____	
GO#: _____	
THIS EMPLOYEE IS ELIGIBLE TO WORK FOR WVM COLLEGE	
From: _____	Expires: _____
HR Representative Signature: _____	
Date: _____	Phone: (409) 741-2155



- HR reviews NOE and NHP
  - Position title, duties, pay rate
  - NO missing required signatures
- HR will provide start date via Approved NOE (Please note the approved NOE when submitted via docuSign will be sent via docuSign and not in an additional email.)
- **Supervisor may NOT start new employee unless Approved NOE has been received**
  - No back dating or rushed NOE will be accepted. Payroll will also not be processing manual checks for NOE not submitted on time

# STEP 7

Welcome to West Valley-Mission Community College District!



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# THINGS TO REMEMBER

- \*Send ALL items for processing to HR Assistant at [hr.assistant@wvm.edu](mailto:hr.assistant@wvm.edu)
- \*If an employee wants to see their own doctor, the Workers Comp documentation needs to be signed by the Physician
- \*Overtime is not allowed for student workers
- \*Forms that are not completed will not be accepted and docuSign file will be declined.
- \* Hit your Deadline's - We want to make sure employee's get processed asap. The deadline for all hourly employees if you want them to start on 1<sup>st</sup> day of semester:
  - Winter - December 1st (January 1<sup>st</sup> Start Date)
  - Spring - January 2<sup>nd</sup> (January 20<sup>th</sup> Start Date)
  - Summer - May 1<sup>st</sup> (May 20<sup>th</sup> Start Date)
  - Fall - August 1<sup>st</sup> (August 20<sup>th</sup> Start Date)
- \*Anything submitted passed the above deadlines will be processed with a later semester start date.
- \*During off-peak periods (outside the start of a semester) turn around time should be 4-5 business days from the time ALL documents have been received by HR. (This includes the I-9 verification and hire packets)



QUESTIONS

# CONTACT INFORMATION

[hr.assistant@wvm.edu](mailto:hr.assistant@wvm.edu)



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