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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  
Hiring Hub  
Process**



**Overview of  
the in person  
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 – WEST VALLEY

Location: HR Office

EVERY THURSDAY

9:00am to 4:00pm

## HIRING HUB – MISSION

Location: SEC346

EVERY TUESDAY

9:00am to 4:00pm

### ITEMS NEEDED PRIOR TO ARRIVING AT THE HIRING HUB

- TB Exam Results (Please select ONE of the three boxes)
  - Completed TB Screening through District Health Center (Forms will be provided during hiring hub). This process has a fee of \$35.00 please bring payment with you to hiring hub
  - Provide a copy of a TB exam that you have had completed within the last 90 days.
  - Complete a TB exam through your own insurance. (Please note, the District is not responsible for any fees that arise with this option)
- Receipt Confirming Live Scan Process Completed. *(for all workers in custodial, Child Development and in positions handling money. There is no fee for this service through the District)*

Please contact the Police Services at 408-741-2685 or [livescan@wvm.edu](mailto:livescan@wvm.edu) to make an appointment for livescan.

- Original Social Security Card
- Form of Photo ID (Ex: Drivers License, Passport, Work Authorization Card, etc.)
- Voided Check if you are intending on signing up for Direct Deposit



WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT / 14000 Fruitvale Avenue/Saratoga, CA 95070-5698 / (408) 867-2200

HUMAN RESOURCES

SHORT-TERM, SUBSTITUTE & PROFESSIONAL EXPERT NOTICE OF EMPLOYMENT

Work Location: [ ] District Office [ ] West Valley [ ] Mission
Assignment: [ ] Professional Expert [ ] Project Based [ ] Periodic\*
[ ] Seasonal\* [ ] Substitute for Active Employee [ ] Substitute for Vacant Position
[ ] Tutor

Short-term Employee Information:

Last Name First Name M.I. Social Security Number Banner #
Address (Street, City, State, Zip) Phone Number
Email Address Cell Number

Gender: [ ] Male [ ] Female
1. Previously on District payroll? [ ] Yes [ ] No 3. Fingerprinted by the District? [ ] Yes [ ] No
2. Relatives employed by District? [ ] Yes [ ] No [ ] Yes [ ] No
Birthdate: Mo Day Year If Yes, Name: Department:

Position Title / Services to be performed: (Refer to salary schedules for appropriate job title)

Describe duties:

Start Date: End Date: Department:

Compensation Recommended: (Total Salary = # of hrs x hrly rate + benefits @ 6.96%)

[ ] Hourly: Range \$ [ ] Daily Rate: \$

Frequency of Payment: [ ] Monthly [ ] Completion of Service [ ] Amount not to exceed: \$ Total Salary: \$

Budget Information

Account Number: %
Account Number: %

Financial Analyst / Management Analyst

(Funds must be verified prior to obtaining authorization signatures below.)

Authorization:

Name of Supervisor: Ext. Signature: Date:
Supv. Banner POSN#
Budget Administrator: Signature: Date:
Vice Pres. / Pres. / Vice Chan. / Designee: Signature: Date:

Human Resources Processing:

TB Date: I-9 Date: Fingerprint Date:

Human Resources Approval: Date:

Human Resources Department



Student Worker Employment Notification



New:
Rehire:
Student ID#:
TB Test Date:
I-9 Completed:

14000 Fruitvale Avenue / Saratoga, CA 95070-5698

Student workers must be enrolled in at least six (6) units during the Fall and Spring semesters; three (3) units during the Summer semester. International students must be enrolled in 12 units each semester.

Name: Last First MI Social Security No: XXX - XX -

Address: No. and Street Apt. Birthdate: - - XXXX

City: State: Zip: Cell Phone:

Sex: [ ] Male [ ] Female Location: [ ] MC [ ] WVC [ ] District

Select semester and indicate # of hours per week: [ ] FALL (September - December) Hours per week:
[ ] SPRING (January - May) Hours per week:
[ ] SUMMER (June - August) Hours per week:
Indicate if CDC Student Worker? [ ] Yes

(For position title and hourly rate, refer to Student Worker Salary Schedule.) \*Hours per week & minimum qualifications contingent upon assignment.

Position Title: Step: Hourly Rate:

SUPERVISORS ARE RESPONSIBLE FOR VERIFICATION OF INFORMATION IN THIS AREA:
Students cannot begin working until all necessary paperwork is completed and verified by HR.

A [ ] Mission [ ] West Valley Units Enrolled: [ ] Fall 20 # of units:
[ ] Spring 20 # of units:
[ ] Summer 20 # of units:

B Does this student have relatives employed by the District? If yes, who?
Location:

C Is this person currently employed by another department? [ ] Yes [ ] No If yes, where?

D Documents to accompany employment notification:
[ ] TB Test Results [ ] Picture ID [ ] W-4 Form
[ ] Social Security Card (copy) [ ] I-9 Form [ ] Student Worker Information Form

E International students must also provide the following:
[ ] I-94 Form (copy) [ ] Permanent Alien Resident Card [ ] Class Schedule (copy)
[ ] I-20 Form (copy) [ ] Passport [ ] Letter from Int'l. Student Advisor

Supervisor: Signature: Supv. Banner POSN#

Department: Phone Ext. Date:

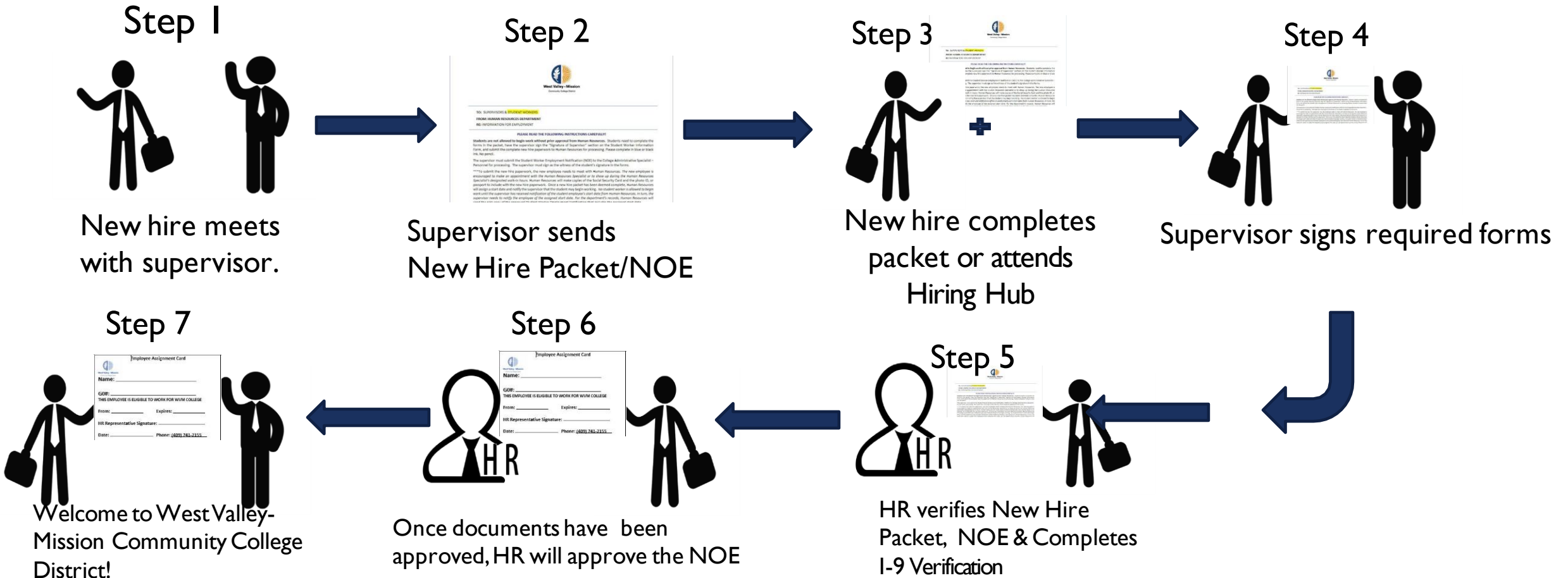
Account Number (1) Account Number (2) Budget Administrator (Print)

Account Number (3) Account Number (4) Budget Administrator Signature

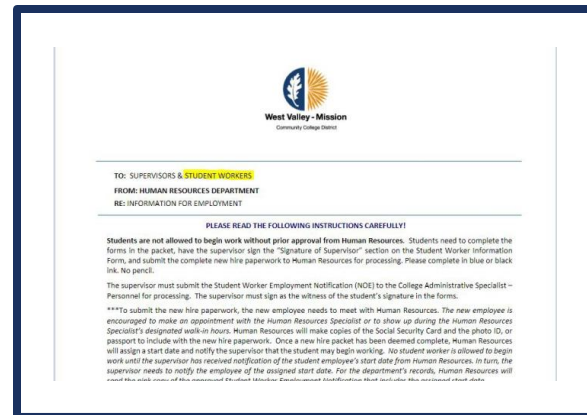
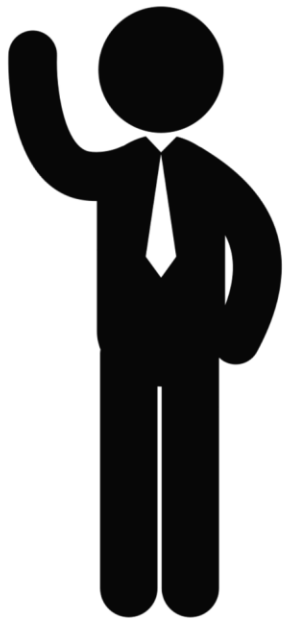
Date

Processed for employment by Associate Vice Chancellor / Designee

# THE PROCESS – ONLY 7 STEPS



# STEP 1 & 2



- Supervisor meets with employee:
  - Provides New Hire Packet via DocuSign or NOE for Hiring Hub
  - Completes NOE via DocuSign (If not attending Hiring Hub)
  - 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 or Hiring Hub Times

# THE HIRING PROCESS VIA DOCUSIGN

The screenshot shows the DocuSign eSignature interface. The top navigation bar includes 'Home', 'Manage', 'Templates' (circled in yellow), and 'Reports'. The left sidebar has 'My Templates' (circled in yellow) and 'Shared with Me' (circled in yellow). The main content area displays a table of templates with columns for Name, Owner, PowerForms, Created Date, Last Change, and Folders. The 'USE' button for the first template is circled in yellow.

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 (If doing hiring through hiring hub this will be done at the hiring hub)
- New hire completes New Hire Packet



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 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 send the risk copy of the original 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. (If employee came through the hiring hub, no additional signatures outside the NOE will be required.)

## 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




**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 (NDE) 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 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 send the student a copy of the completed Student Worker Employment Notification. Please include this document with your data.

 **Employment Eligibility Verification** **USCIS**  
**Department of Homeland Security** **Form I-9**  
**U.S. Citizenship and Immigration Services** **OMB No. 1615-0047**  
**Expires 10/31/2022**

▶ **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 will be done in the hiring hub if completing the hiring process through HH)
- New employee should have submitted:
  - Completed New Hire Packet
  - TB results & Live scan (if required)

# STEP 6

Employee Assignment Card	
 West Valley Mission Serving Our Community	
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 if submitted via docuSign will be sent via docuSign, if sent through hiring hub will be sent via 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. Please review the details in the declined document or any comments posted so you are aware of the reason the document was declined.
- \*Hit your Deadline's - We want to make sure employee's get paid on time. The deadline for student and hourly workers to begin on the first day of the semesters are as follows:
  - Winter - December 1st Due - Processed by Last day of work in December
  - Spring - January 5th - Processed by 1st day of Spring Semester
  - Summer - May 1st - Processed by 1st day of Summer Semester
  - Fall - August 1st - Processed by 1st day of Fall Semester
- \*During periods outside of the start of a semester, turn around time should be 3-5 business days from the time ALL documents have been received by HR. (This includes the I-9 verification)



QUESTIONS

## CONTACT INFORMATION

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

Danielle Ramirez-King  
HR Specialist

- [Danielle.Ramirezking@wvm.edu](mailto:Danielle.Ramirezking@wvm.edu)



# West Valley - Mission

Community College District