

Valdosta State University Faculty Employment Packet

READ CAREFULLY PRIOR TO BEGINNING PAPERWORK

Welcome to Valdosta State University we look forward to having you here. In the packet that follows you will find required employment papers that must be completed for employment. Official transcripts of all academic degrees must be provided to the Office of Academic Affairs prior to initial hire date. In addition to the materials below you are required to complete an Employment Eligibility Form in person prior to hire date. All items below are required for payroll processing.

Documents included in packet:

1. Security Questionnaire (green form) – Must be completed in the presence of a notary. The back of the form must be completed and notarized at **the top** (Affidavit of Verification) and **bottom** (Loyalty Oath).
2. Drug Free Workplace – return only the Employee Acknowledgement Sheet
3. Environmental Health & Safety Division Right To Know
4. Workers Compensation Compliance Form – Sign and date.
5. Intellectual Property Policy Agreement Statement – access web link for the actual policy <http://ww2.valdosta.edu/vsu/policies/documents/2405.1IntellectualPropertyPolicy.pdf> and sign statement proving that you have read the University's policy on Intellectual Property.
6. Consent for a Criminal Background Check
7. Direct Deposit form – Attach a **voided check**
8. Federal withholding form (W4) <https://www.irs.gov/>
9. GA state withholding form (G4) <https://dor.georgia.gov/documents/forms>
10. BANNER access form
- On the form the ID # is your Social Security number and 6-Digit PIN is your date of birth (xx-xx-xx format).
11. Employment Eligibility I-9 Form Packet– Must be completed in the presence of a Bank or School notary (instructions attached).

All of the above material must be completed and returned by _____:

Cassandra Ward
Human Resources
1500 N Patterson St
Valdosta GA 31698
229-333-5709

Official Transcript mailed to:

Honey Coppage
Academic Affairs
1500 N Patterson St
Valdosta GA 31698

Valdosta State University is an equal opportunity educational institution.