



VIRGINIA COMMONWEALTH UNIVERSITY

Personnel Administrator/Hiring Manager

Quick Reference for New Hires and Rehires

Critical Forms and Processes	Additional Resources	Classified	Faculty	Adjunct Faculty, Post-Doctoral Fellow	Graduate Assistant	Hourly (Wage Worker)	Work-Study Student	Student Worker
Express Hire – go to Banner EXPHIRE at www.eservices.vcu.edu (click on Banner Forms - INB)	Express Hire & HireRight User Guide	X	X	X	X	X	X	X
Criminal Conviction Background Check – go to www.hireright.com/login.aspx	Criminal Conviction Background Check Decentralized Hiring Guidelines Decentralized Fingerprinting Procedures	X	X	X	X	X	X	X
Personnel/Position Action Form (PAF) (search Forms at hr.vcu.edu)	PAF Reference Guide	X	X	X	X	X	X	X
Electronic Form I-9 – go to www.hireright.com/login.aspx	Checklist for Completing Form I-9 USCIS Handbook for Employers	X	X	X	X	X	X	X
Federal Tax Withholding Form: W-4		X	X	X	X	X	X	X
State Tax Withholding Form: VA-4		X	X	X	X	X	X	X
Tax Documents For Non-U.S. Citizens		X	X	X	X	X	X	X
Payroll Direct Deposit Authorization – with voided check or deposit slip stapled to form	Direct Deposit FAQs	X	X	X	X	X	X	X
Personal Data Form (PDF)	Criteria for Identifying Other Eligible Veterans: <ul style="list-style-type: none"> • http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/ • http://foxfall.com/csm-common-afsm.htm 	X	X	X	X	X	X	X
Child Support Disclosure Form		X	X	X	X	X	X	X
Selective Service Form – <i>males only</i> NOTE: Not required for classified employees if question is answered on employment application			X	X	X	X	X	X
Worker's Right-To-Know Statement – send to VCU Office of Environmental Health & Safety at P.O. Box 980112	Worker's Right-to-Know Brochure	X	X	X	X	X	X	X
Policy Checklist <ul style="list-style-type: none"> • For new classified & decentralized hires • For new faculty 	Decentralized Employment Orientation			X	X	X	X	X
Employment Contract Letter – signed by faculty member			X					
Application for Employment – use online at eJobs@VCU		X			X	X	X	X
Reference Check Form – copy should be kept in department selection file, not sent to HR; except for classified and centralized hourly recruiting , which must be submitted to your HR Consultant as part of the eJobs process		X	X	X	X	X	X	X
Employment Offer Letter for Decentralized Hires – copy should be kept in departmental selection file, not sent to HR	Decentralized Employment Orientation			X	X	X		
Wage Position Description (WPD) – copy should be kept in departmental selection file, not sent to HR	Process for Hiring Hourly Workers <i>(decentralized and centralized)</i>					X		
Work-Study Approval – attach copy of email Confirmation Memo from Federal Work-Study Coordinator							X	

IMPORTANT NOTES:

- [Click here](#) for PA resources
- Benefit enrollment forms for faculty and classified staff are completed and collected by HR during orientation

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