

Faculty Associate Paperwork Checklist

Employee's Name: _____

- Personnel Action Form
 - PERS 900 for new employees
 - PERS 910 for returning employees
- VITA Sheet (PERS 150)
- I-9, Employment Eligibility Form
- Affirmative Action Paperwork
 - PERS 931 Affirmative Action Search paperwork (if probationary/tenure Faculty Associate)
 - PERS 930 Waiver from Affirmative Action Search (if non-continuing Faculty Associate)
- Illinois Teaching Certificate
- Official Transcripts
- Offer Letter
- PERS 903, Address Information form
- PERS 944, Campus Security Act Conviction Information Request form
- Fingerprinting Memo
- TB Test Results (may be completed up to 90 days after begin date)
- CANTS 22 DCFS Mandated Reporter form
- SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security