

## **Hiring Paperwork – New and Returning Part-Time Faculty**

You will need to complete the following:

- ETSU application:
- <https://jobs.etsu.edu/applicants/isp/shared/Welcome.css.jsp>
  - Select the “Create Application” tab and complete the form.
  - Please do not submit the application electronically. Just print and return with the rest of the paperwork.
- I-9
- W-4
- Direct Deposit Form
- Current Vitae
- Unofficial copy of graduate transcript for CHS Department files
- Official copy of graduate transcript **must** be sent to Human Resources within 30 days after signing the contract
- Voided Check for direct deposit form
- Copy of Social Security card and driver’s license

## **E Number and ETSU ID Cards**

- E number is assigned by the university – multiple uses
- <http://www.etsu.edu/students/idservices/default.aspx>
- Take a copy of your contract to the ETSU ID Office in the D. P. Culp Center, Second level, near ETSU Bookstore (439-8316)
- ID Office will phone HR for your employee number.
- Your ID card is useful for a variety of purposes, other than verifying your identity. For example, you can use it to make purchases on and off campus, such as in vending machines and food service facilities. Ask the ID Office about placing some funds in your card account.

## **Parking**

- Permits are required
- \$50 for full year; \$38 if purchased after January 1
- <http://www.etsu.edu/fa/fs/parking/2012-2013%20ETSU%20Parking%20and%20Traffic%20Reg.pdf>
- <http://www.etsu.edu/fa/fs/parking/default.aspx>
- Visit the Parking Services office at 132 Stout Drive, 439-5650, [Parking@etsu.edu](mailto:Parking@etsu.edu)
  - Located at the main University Parkway entrance to campus in front of Centennial Hall, where Public Safety was formerly located

## **Username and Password Information**

- Each person is assigned an ETSU username
- To activate email and establish a password go to: <https://etsuis.etsu.edu/accountactivation/AccountActivation.aspx> (you will need E-number)
- The username and password are used for email, D2L and Goldlink/Banner login, etc.

## **Goldlink (aka Banner INB)**

- Access with username and password
- Attendance reporting
- Mid-term Grades (Undergraduate)
- Final Grades
- Check enrollment, etc. etc.
- Also – check your payroll and other information

## **D2L and Email: The many uses of your username and password**

- **It is important that you check your ETSU email account regularly!**
- It is required that ETSU correspondence be sent to student ETSU email addresses
- Your course D2L sites are built for you
- Access class-list and student emails from D2L
- ADMN-0005-398 - CHS Adjunct Faculty
- Please check your D2L Adjunct Faculty site for announcements and resources