

# ART INSTITUTE OF PITTSBURGH ONLINE DIVISION

## NEW HIRE CHECKLIST

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

### **EVERY BOX MUST BE CHECKED TO ENSURE WE RECEIVE ALL DOCUMENTS**

- New Hire Forms:** Complete half of page 1 down to Hire Date as Human Resources Department will complete the rest of the form. Attach page 2 and send both documents.
- W4 Form:** Complete and send W4 form – do not cut. (Please ensure that if you are filing Exempt that you are not also claiming allowances.)
- State Withholding Form:** Complete and send your state tax form. State tax forms are available via this link: <http://www.taxadmin.org/fta/link/forms.html>
- I-9 Form:** Complete and send I-9 form – **DOCUMENTS MUST BE NOTARIZED** – Please refer to acceptable documents for employee eligibility verification below:
- You need ONE item from column “A” from the “List of Acceptable Documents” OR you need ONE item from Column “B” AND ONE item from Column “C” from the “List of Acceptable Documents.”
- Please send a copy of your Social Security card for name verification if you are not using it for a required document as noted above. This is a requirement from our corporate office.
- Only complete Section 1 of the I-9 form, make sure it is signed and dated.
- Notary: Take the required identification(s) to a Notary and have them copy your ID(s). Please include a copy along with the form. **Ensure the Notary completes, signs, and dates Section 2 of the I-9 form.** Since we are an Online school and cannot verify you are the individual on the ID(s) in person, we must have a notary verify this for us. **DOCUMENTS MUST BE NOTARIZED.**
- Direct Deposit Form:** Complete the Direct Deposit form and include a voided check in your name or provide written verification from your bank that your name is listed on the account. If you are depositing into a savings account, please provide written verification from your bank confirming the account number, as some savings account numbers do not always match that of a savings deposit slip.  
  
Your first payment will be a check that is mailed to your home. Our system does not allow direct deposit on the first check. Please allow 5 business days for the check to arrive. Please refer to the payment schedule that is listed in the new hire paperwork link.
- AiO Employee Handbook:** Read, sign, date, and return the acknowledgement on Page 38.
- Confidentiality of Student Information Policy:** Read, sign, date, and send the last page.
- Drug Free Workplace Policy:** Read, sign, date, and send the first page.
- Code of Ethics Policy:** Read, sign, date, and send the last page.
- EEOC:** Complete, sign, date, and return form.

On behalf of EDMC, I have provided materials to, and received all required documents from the new EDMC employee.

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date

I certify that I have received the documents, forms, and information listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Please do not staple pages together.**