GRCC Non-GRCC Employee Set-Up Demographic Information

Instructions for Non-GRCC Employee Setup:

Turn in **completed** Non-GRCC Set-up/Demographic Information form along with a Background Check form to Angie Ramirez in Human Resources. *This will initiate the setup process for a Non-GRCC Employee to be assigned an ID number and the ability to obtain a GRCC Raider ID Card. Once the approved Background Check is received, Human Resources will create an ID number and confirmation will be sent to the Supervisor. (stated in Authorized By section of form).*

Note - Be sure to complete the Position Section of the background check form including Department and Title from Section B of the Non-GRCC employee setup form.

NON GRCC Employee Information

(To be completed by Non-Employee)

First Name _____ M.I. _____

Last Name _____

Address _____ City/Zip: _____

County _____

Phone _____

Birth Date _____

Social Security No. _____

Gender _____

_____
Non-GRCC Employee Signature

Job & Department Information

(To be completed by Supervisor)

Please check only the boxes below that the Non-GRCC employee needs access to:

❑ **Raider Card** ❑ **GroupWise Access**

Effective Date _____ Ending Date _____

Department _____ Title _____

Authorized By _____ Date _____

Submit to Angie Ramirez in Human Resources

EMPLID: _____
(Human Resources Use Only)