



Dear New Employee:

Congratulations on your appointment as an employee of Northland Community and Technical College. Attached are several forms that need to be completed for placement on payroll for your appointment. All of the forms need to be completed and returned to Michelle Benitt as soon as possible, so as not to delay processing of your payroll.

Effective July 1, 2003, the State of Minnesota Department of Finance *mandates direct deposit for all employees* per M.S. 16A.17, Subd 10.

In accordance with Title 8, United States Code, Section 1324A, Northland is required to certify that an employee is eligible to work in the United States. The top portion of the Employment Eligibility Verification form must be completed by the employee. **The employer must then examine one item from List A or one item from both List B and C.** Please complete the top portion of the form **and bring the required original documents** to the Human Resources office on the East Grand Forks campus, or to Michelle Benitt on the Thief River Falls campus.

Northland is accredited by the Higher Learning Commission, a member of the North Central Association (NCA), an accrediting body that accredits colleges and universities. NCA requires that Northland maintains official transcripts for faculty of all undergraduate and graduate level degrees and certificates to provide assurance to the public that the college employs faculty who are qualified in their field. If you are teaching, either full-time or part-time, you are required to supply official transcripts to the college. Please make this request to the appropriate colleges and/or universities as soon as possible so as not to delay processing of your payroll.

If you are a new employee and your employment status qualifies you for an employer contribution toward insurance benefits, you will receive an enrollment packet from Minnesota Management and Budget (MMB) in the mail. Please contact me at 218-683-8631 or kristi.lane@northlandcollege.edu if you have questions related to insurance or retirement benefits. Also, feel free to contact me if you have any questions once you receive your packet of information.

Minnesota Law requires we notify new employees how to call for emergency assistance from a multi-line phone system. You may reach emergency assistance by dialing 9 – 911, from either campus location. Also MnSCU has developed a new employee orientation video, please take a few minutes to view this video at <http://www.hr.mnscu.edu/streamvideo/orientation/educate.html> .

Please do not hesitate to contact me at 218-683-8631 or 1-800-959-6282 extension 8631 or email kristi.lane@northlandcollege.edu if you have any questions on the completion of the attached forms.

Welcome to Northland!

Sincerely,

A handwritten signature in cursive script that reads 'Kristi Lane'.

Kristi Lane
Assistant Director of Human Resources