



# SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

## WELCOME TO SVCC!

We are excited to have you join our team at SVCC where our purpose is to serve the community and deliver the best educational experience possible.

To get you started on your path to success, you have 6 VERY IMPORTANT first steps to take:

- Step 1: Bring your signed state application to your hiring department or Human Resources (HR).
- You may create an electronic application through the State system, RMS at: <https://virginiajobs.peopleadmin.com/>. Applicants must create an RMS user account to apply. Once users create an account, they may create a state application. We cannot access it so you must print, sign and return. Applications saved on RMS will be available for future use by the employee.
  - You must include an email address on your application that you check for future information and tasks.
- Step 2: Bring copies of any certificates/licensure required to teach your class to your hiring department
- Step 3: Bring your completed Background authorization Request form to your hiring department or HR.
- You may access this form at <http://southside.edu/forms-and-hiring-tools>
  - You will be notified by email of this and other employment onboarding actions you need to take. You will perform most employment tasks online through SVCC's New Hire Portal in the SilkRoad system.
- Be on the lookout for system-generated messages that display in your inbox from SVCC HRonboarding {[redcarpetmailer@silkroad.com](mailto:redcarpetmailer@silkroad.com)}
- Step 4: On or Before Your First Day at Work... You MUST complete your portion of the federally required I-9
- This is a federal requirement to prove you are eligible to work in the United States. You will be notified by email of this task and complete it online through SVCC's New Hire Portal in the SilkRoad system. If you have any difficulties accessing this task, please contact Human Resources immediately at [HRonboarding@southside.edu](mailto:HRonboarding@southside.edu), we are here to help you!
- Step 5: Within 3 days of your start date, bring your original work authorization documents to your hiring department or HR in order to complete the employer portion of the federally required Form I-9.
- A list of the acceptable documents will be included in your on-line I-9 task and is also available at: <http://www.uscis.gov/i-9>
- Step 6: Provide a copy of your Social Security Card to your Hiring Department or Human Resources
- We are required by the Virginia Department of Accounts to set you up on payroll with your legal name according to the Social Security Administration. For this purpose, we require a copy of your SS Card. Please provide a copy of your card to your hiring department or Human Resources as soon as possible. We cannot set you up for payroll to pay you without it!

Your remaining onboarding tasks will be available to you online through your New Hire Portal in the SilkRoad system. If you have any questions, or need assistance, please feel free to contact Human Resources at [HRonboarding@southside.edu](mailto:HRonboarding@southside.edu)

We look forward to working with you!

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