



## Welcome to the Bethany Community

We look forward to having you join the Bethany community. To get your employment started, there are many forms to complete. Since your employment is classified as part-time and is defined as no more than 32 hours per week, you are eligible some of the Benefits Bethany offers. By now you have received your employment letter and request for permission to run a background check from the President's Office. Thank you for returning those documents.

On Moodle you will find all the documents to get set up on payroll and begin the benefits you choose. Please begin with the section called "First Submission Documents" and work your way down the site where it notes that the section is for all employees or part-time employees.

### First Submission Documents:

- The **New Hire Exhibit** which needs to be the first document you complete and return to us. This information is for internal use only. This provides all the information in one place to begin the process of adding you to our payroll system.
- The **I-9 Employment Eligibility** will need to be completed and original documentation presented to someone in the Business Services Office. It is an important form that will need to be completed within three days of your start date and before you can be paid.
- Payroll **direct deposit** required for all employees.
- **Housing Allowance** designation for licensed or ordained clergy in a faculty position.

### Tax Withholding:

- Tax form for **federal withholding** to be completed at least once each calendar year.
- Tax form for appropriate **state withholding** to be completed at least once each calendar year. 1) If you live and work in Indiana you will complete Indiana. 2) If you live outside Indiana and work in Indiana you will complete Indiana unless you live in a state that has a reciprocal agreement with Indiana, in which case, you have the option of completing your own state form. If you choose your own state then a **Certificate of Residence** is required. 3) If you live outside of Indiana, work outside of Indiana and don't find your state form on this site, be in touch us so appropriate arrangements can be made.

### Insurance Benefits – Part-time:

- An **Insurance Enrollment** form to be completed for election of various types of ancillary insurance plans. Select **Long Term Disability** which is provided for you by Bethany at no cost to you. Any additional elections available to part-time employees such as dental and vision, short term disability, supplemental and dependent life and AD&D insurance will be at your own expense. Complete Section 2, sign and return to the Business Office.
- For whatever insurance benefits you elect you will need to complete the **Salary Reduction Agreement** which allows Bethany to withhold any premiums you are responsible for directly from your pay check.

### Employee Handbook:

- The Handbook is in this section as well as an employee **handbook acknowledgement form** that we need to have you sign saying you have read the handbook. There is also an employee **Teaching Faculty Addendum acknowledgement form (if applicable)**. Please look over the handbook and faculty addendum and return this at your earliest convenience.

#### Pension Plan Enrollment:

- **Pension Plan Enrollment** Bethany does not pay toward a retirement plan; however, you have the option to elect to set up a personal account to make your own contributions to either the Brethren Pension Plan or TIAA-CREF plan.
- **Salary Reduction Agreement** necessary if you wish to have funds withheld from your pay check to add to your own supplemental pension plan. If this is the case and you chose TIAA-CREF, you will need to complete an enrollment for a Supplemental Retirement Account (not included in this packet).

You will be issued a nine-digit employee ID number, in order to obtain your employee ID and parking pass issued free of charge the first time by the Earlham College Campus Safety and Security Office. Your ID card is necessary to gain access to the building after hours. Stop by the Business Office to have your card activated and to be assigned any keys you might need.

While all this may be overwhelming upon first glance; we are happy to answer questions through email, over the telephone or in person at your request. Again, we welcome you to employment at Bethany Theological Seminary.

#### Contacts:

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