



Welcome to the Bethany Community

We look forward to having you as part of the community. To get your employment started, there are several forms to complete. Since your employment is classified as temporary and is defined as those individuals engaged for a specific position to be less than one year in length, you are not eligible for benefits. 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.

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.

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.

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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