



Southeast Arkansas College

1900 Hazel Street ♦ Pine Bluff, AR 71603

Website: www.seark.edu

MEMORANDUM

TO: New Hire
FROM: Human Resources
SUBJECT: **NEW HIRE PACKET**

You will find the enclosed documents for you to complete and return to Personnel as soon as possible. You cannot be placed on payroll until all forms are completed and received by Personnel. When you return these forms to Personnel **in person**, please be sure to **bring your driver's license and social security card** so copies can be made for your personnel file.

The State of Arkansas requires that all full-time employees be enrolled in a retirement plan. A list of the plans is included in the Employee Benefits Summary. When you submit your New Hire Packet, please have a retirement plan in mind. Once you have chosen a retirement plan, the required enrollment information will be provided. *You must choose a retirement plan before you can be placed on the payroll.* If you have any questions, please feel free to contact Personnel.

If you are interested in the Health Insurance program, you will have 31 days from your hire date to enroll. Your effective date for insurance would be the first of the following month. You'll find information concerning the insurance policies in the Employee Benefits Summary.

If you have any questions, please do not hesitate to ask. Personnel can be reached at (870) 850-3113. Congratulations on your new position and welcome aboard!

Personnel
870-850-3113
personnel@seark.edu