

## First Day Paperwork

Congratulations on being hired at Clackamas Community College! We look forward to having you as part of our college community.

If this is your first day at CCC or you are returning after an absence, you will need to complete several forms on your first day of work, which should take about 15 minutes.

### First Day Paperwork:

- I-9 Form
  - Please review the [list of acceptable documents](#) so the college can verify your eligibility to work in the U.S.
    - Note: You will need to bring either 1 piece of identification from List A or 2 pieces of identification – 1 from List B AND 1 from List C.
- W-4
- Direct Deposit
- Voluntary Self-ID Form

First day paperwork will be filled out at the campus in which you are working at. Please contact Human Resources if you need to make arrangements to complete paperwork at another campus.

The college provides a [comprehensive benefits package](#) for eligible employees. A complete list and description of current college-paid and voluntary benefits is available on the [Human Resources website](#).