



## PART TIME ENROLLMENT INSTRUCTIONS

### **Retirement Enrollment Form**

As a part time employee you are eligible to join the South Carolina Retirement System (SCRS), or the Optional Retirement Programs. For additional information, visit [www.retirement.sc.gov](http://www.retirement.sc.gov).

### **Beneficiary Form**

If you are joining for the first time you must complete the corresponding Beneficiary Form in addition to the Enrollment Form and attach a copy of your Social Security Card.

**SC Retirement Systems Non-Election** - SC Retirement Systems Non-Election – By completing this form, you are electing not to join the SC Retirement Systems (SCRS) or an optional retirement plan. **NOTE:** As a part time employee, your membership is optional unless you are a current member or still have an account with the SCRS/PORS. All retired/TERI members of the SCRS/PORS must complete the Notification of Employed Retiree Form.

**Other Optional Retirement Forms** – If you are a member or have an account with one of the optional retirement plans (VALIC, TIAA, HARTFORD, or METLIFE) from another agency, you can join the SCRS or join the one you are a member if you have had a break in service. If you are a current employee with one of the optional retirement plans, you must join the one you are a member of.

**Employment Eligibility Verification** – Complete the top portion of this form only. Please make a copy of your driver's license and social security card to attach to this form. See back of form for more ID choices if you do not have one of the above.

**Employee Information Sheet** – Please complete as indicated. Any information that you are unsure of, you may leave it blank.

**Alcohol and Other Drug Use** – Please read and sign.

**Temporary Employee Grievance Rights and Loan Default Statement** – Please read and sign.

**Form W-4** – This form is used for the Federal and State Withholdings. If you wish to have a different deduction for each tax, make a copy of the form and note which one is for Federal withholdings and which one is for state withholdings.

**Acceptable Use of Computer Resources** – Please read the attached information, and then return the first page signed and dated.

**Applicant Consent Form For Consumer Reports** – All employment at Florence-Darlington Technical College is contingent upon a satisfactory background check. Please complete in its entirety. Please list your current/previous addresses up to 10 years.

**Direct Deposit Action Form** – This is required for all employees. Please complete thoroughly.