COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES
New Faculty Tasks to Complete

This document describes the tasks that need to be completed by new full- and part-time faculty upon hire in the College of Education and Professional Studies (CEPS). Queries and/or requests for help should be directed to either the academic department or the dean's office.

x   All new faculty (including part-time faculty) are required to complete a government I-9 Form and turn in to Human Resources with supporting documentation prior to the first day of employment. Federal and State of Alabama tax forms can be completed on line through PAWS. Forms are available at:
https://www.southalabama.edu/departments/financialaffairs/payroll/forms.html

x   Creating Jagmail, Jagnet, and PAWS Accounts. Your Jag number is required to create an account.
   x   General information about JagNet, JagMail, and PAWS can be found by clicking on this link:
https://www.southalabama.edu/departments/financialaffairs/hr/resources/jagnetjagmailand pawsfornewemployees-universitygeneraldivision.pdf
   x   Request your faculty Jagmail/Jagnet accounts by clicking on the link:
https://www.southalabama.edu/services/jagnet/

x

x  The service Area should be General University Tech Support - NOT College of Education Tech Support.

x  In the description box provide the employee name and J#, (email optional).

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