



Welcome to Cabrini College!

In order to expedite the processing of your adjunct faculty contract, please complete each of the forms listed below.

### **FORMS**

- New Adjunct Faculty Information Form
- I-9 –Copies of supporting documents **MUST** accompany this form
- W-4
- Direct Deposit-voided check or savings account deposit ticket must accompany this form otherwise you will have a two pay pre-note (Test)
- Employment Application
- Employment Inquiry Release Form
- Worker’s Compensation Acknowledgment Notice
- Worker’s Compensation Panel Physician List
- Instructions for picking up Email and CabriniOne Accounts

These forms, **plus your resume and official transcript** must be sent to:

#### **GRADUATE & ADP Adjuncts:**

Cabrini College  
Attn: Office of GPS  
610 King of Prussia Rd.  
Radnor, PA 19087

#### **UNDERGRADUATE Adjuncts:**

Cabrini College  
Attn: Academic Affairs  
610 King of Prussia Rd.  
Radnor, PA 19087

Once your COMPLETE packet is received, a contract will be issued and you must return your signed contract in order to be set up in our administrative system.

Once Human Resources has processed your paperwork, you must pick up your domain and email accounts at <http://accounts.cabrini.edu> Please note: *Allow 24-48 hours for account activation by our administrative system.*

After you pick up your accounts you may then log onto CabriniOne and will have access to employee services such as: class list information, and pay stub information etc.

#### **IMPORTANT PHONE NUMBERS:**

Academic Affairs:	610.902.8300
Graduate & Professional Studies:	610.902.8500
Human Resources:	610.902.8207
Information, Resources & Technology:	610.902.8366
Payroll Department:	610.902.8278

Again, we welcome you to the Cabrini College campus community and look forward to working with you!