

# *Southside Virginia Community College*

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## **Conditional Offer of Employment for Part-time Employees**

TO: Potential Employee

FROM: Human Resources Office

SUBJECT: Conditional Offer of Employment for \_\_\_\_\_  
(Position)

Please be advised that you are being offered a position as a part-time employee at Southside Virginia Community College. This offer is conditional and will become final only upon receipt of satisfactory results from the College's verification of credentials and other information required by law, regulation, and VCCS policies, including the completion of a criminal history and other background checks. In the event issues are raised in the investigation report that may impact your appointment, this offer and confirmation will be withdrawn. Please sign the following acknowledgement of this conditional offer.

**I have read and understand the above notice of a conditional offer of employment.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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## **Notification of Mailing of Paycheck or Earnings Statement**

Effective January 1, 2009, the Commonwealth of Virginia mandated the receipt of earnings notices for all state employees via the Payline website, thereby eliminating the receipt of a paper earnings notice. However, due to potential processing lag time for electronic receipt of pay and earnings notices, you may potentially receive a paper paycheck or earning statement at your initial time of hire. In that event, your paycheck can either be picked up at the Cashier's Office or mailed to you.

**I have been notified that in the event that a paper paycheck or earning statement is printed for me, I may pick it up at the Cashier's office within two days of the pay date or the paycheck or earnings statement will be mailed to the address on file with the College.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Disclaimer: Timely notice of change of address is the responsibility of the employee.**