NEW EMPLOYEE SIGN-IN PROCEDURES

STAFF/FACULTY

Where: Human Resources AND Payroll Services SA 2600

Why: To complete Forms:
- Oath of Allegiance
- Designee Statement
- Self I.D.
- Disaster Enrollment Form
- Degree Information Form
- Pre-Designation of Treating Physician
- Photo ID Request
- Net ID
- Emergency Contact
- EAR (Employment Action Request)
- I-9 (Employment Eligibility)
- CSU Form SSA – 1945
- Nondisclosure of Employee Home Address

What: Must Provide:
- Social Security Card AND Driver’s License
- or State ID or current US Passport or Permanent Resident Card

* “The Immigration Reform Act of 1986 requires that all employees, regardless of national origin, provide proof of identity and authorization to work at the time of employment. Therefore, when you come to sign in at the Payroll Office, bring your social security card (which is required for all employees working for the CSU) and, if appropriate, documentation from the Immigration and Naturalization Service, along with photographic identification such as a current US passport, driver’s license, or other identification issued by the State.”

STUDENT ASSISTANTS/TRAINEES

Payroll Services SA 2600

To Complete Forms:
- SPAR (Student Payroll Action Request)
- I-9 (Employment Eligibility)
- Student Employment Agreement
- CSU Form SSA – 1945
- Nondisclosure of Employee Home Address
- NRA Form (NonResident Alien)

Must Provide:
** SEE BREAKDOWN BELOW

** ATTENTION: ALL NEW EMPLOYEES STAFF/FACULTY/STUDENT ASSISTANTS

In order for you to work for the University you MUST HAVE A SOCIAL SECURITY CARD. You will need to sign in at the Payroll Office AND provide the following documentation:

US Citizens: Student ID Card, Driver’s License or State ID AND Social Security Card or current Passport AND Social Security Card.

Permanent Residents: Student ID Card, Permanent Resident Card issued by INS, AND Social Security Card.

Non-Resident Aliens: Student ID Card, Visa, current Passport, I-94 AND work permit (I-20). (Work permits may be obtained in Enrollment Services Department. They will also need to see the documentation listed above to issue a work permit), AND Social Security Card.

Returning employees who have been off pay status for more than 1 year must complete the sign-in procedures again. All intermittent, temp help staff and student assistants should bring the Intermittent Employee Information Sheet with them when signing in.