

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.