

This packet is used for all other employees not classified as Student Assistants. This includes Staff, Faculty, Teaching Associates, Graduate Assistants, and Instructional Student Assistants and Special Consultants.

(1) Employee Action Request Form:

Section B: Students can do a number of things with this form. New employees should mark the new employee box and complete sections C, E, F, G, H, and I.

Section C: Make sure it is completely filled out.

Section E: Employees can either claim single/married with a total number of allowances, or they can claim exception. Either, but NOT both. Employees can complete Section E II if they have, or would like to have, special treatment of their state allowances. Employees should complete E III if they have, or would like to have, additional deductions removed from each pay warrant. Employees should leave section E IV blank and only complete if applicable; See back of EAR for additional information.

Section F: Employees should list their most permanent address. This is the address their W-2's will be mailed for tax filing. The University mailing address cannot be used in this section. It is also recommended that they do not use a residence hall mailing address in this section. If a residence hall mailing address is their most permanent address please attach a sticky note to the sheet stating it is the most permanent address.

Section G: If the employee has ever been employed by a California State Agency or campus, they should list it here along with the date of separation. If they have not worked for a California State Agency or campus, they should write N/A.

Section H: Make sure it is completely filled out.

Section I: Make sure the employee lists today's date.

(2) Employee Identification Form:

Employee Role:	Employee Time Base Category (Please select one):	Department
<input type="checkbox"/> Faculty	<input type="checkbox"/> Full Time	<input type="checkbox"/> Special Consultant
<input type="checkbox"/> Staff	<input type="checkbox"/> Part Time	<input type="checkbox"/> Summer Session
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Intermittent Hourly	<input type="checkbox"/> Extension
		Hire Date

Employee Role: Employees should mark their employee role.

Employee Time Base Category: Employees should mark their time base. Note: Instructional Student Assistants are Intermittent Hourly employees

Department: Employees should list the department they are working for.

Hire Date: Employees should list their first day of work, not the date they were hired.

Employee Identification Number	Full Legal Name	<input type="checkbox"/> Female	<input type="checkbox"/> Non-binary
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male	
Date of Birth (mmddyyyy)	Previous Name(s)	Home Phone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In Case of Emergency Contact	Relationship	Emergency Contact Phone Number	Alternative Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency Contact Residence Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Identification Number: This is the employee’s HSU ID number.

In Case of Emergency Contact: Employees must list an emergency contact name, phone number, and address.

Citizenship Section: Employees must mark a citizenship status box. If they mark other, please make a photocopy of the visa. If they mark non-citizen/permanent resident, please attach a photocopy of either the I-151, I-155 or I-551 “Green Card”.

Prior Employment Section: Employees should check the box that most closely identifies with their employment immediately prior to this appointment at HSU. If an employee checks a box 1 – 8 they should list the name of their employer and the city, state, and country in which they worked in the space provided. Employees should answer the first bolded question. If they answer yes, they should list the name of each agency and their approximate dates of employment and answer the second bolded question.

Education Section: If the employee is currently working on their degree, they should list “Some College.” Employees should list their highest degree earned, major, campus where it was earned, year earned, and the city and state. Employees should only list the Country if it is not a U.S. Institution.

Payroll Designee Section: This is a payroll designee, should the employee die in their course of employment, this is the person who would be able to pick up their final paycheck. Make sure it is completely filled out. If an employee would not like to list any one they can write no one.

OATH OF ALLEGIANCE:

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

Employee Signature: _____ **Date:** _____

Oath of Allegiance Section: Employees should print or sign their name in the space provided. This oath is required of all California State employees. If employees ask, you can let them know signing the oath does not carry with it any obligation or requirement that public employees bear arms or otherwise engage in violence.

Employee Signature and Date: Make sure it is completely filled out.

Voluntary Self-Identification Section: Employees do not need to complete this section if they do not wish to.

(3) I-9 Form

Students only need to complete the first page from shaded section to shaded section.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?			Apt. Number ?	City or Town ?	State ? ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?		Employee's Telephone Number ?	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in

Every box in the section above needs to be filled out. If there is no middle initial, other last names used, or apt. number, please have them fill in N/A. Please ensure the date format is followed in the date of birth box.

<input type="checkbox"/> 1. A citizen of the United States ?	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i> ?	
<input type="checkbox"/> 3. A lawful permanent resident ? <i>(Alien Registration Number/USCIS Number):</i> ? _____	
<input type="checkbox"/> 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ? _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: ? _____ OR	
2. Form I-94 Admission Number: ? _____ OR	
3. Foreign Passport Number: ? _____ Country of Issuance: ? _____	
QR Code - Section 1 Do Not Write In This Space	
Signature of Employee ?	Today's Date (mm/dd/yyyy) ?

Students must mark either 1, 2, 3, or 4. Boxes 3 and 4 require more information to be entered. Please see Lydia's I-9 notes and feel free to email Rhonda, Lisa, and I for questions.

Students must sign and date using the appropriate date format.

Preparer and/or Translator Certification (check one): ?	
<input type="checkbox"/> I did not use a preparer or translator.	<input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
<i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>	

Students must mark one of the boxes above. Note: you are not a preparer or translator.

(4) Veteran Self-Identification Form for Employment Applicants

This form is voluntary.

(4) Voluntary Self-Identification of Disability Form

This form is voluntary.

(5) CalPERS Reciprocal Self-Certification Form

This form does not need to be completed by GA's or ISA's.

Section 1: Employees should enter information and select membership status.

*Note: List of Qualifying Public Retirement Systems in California can be found on the back of the form. If the employee has *never* worked at one of these listed agencies (or, if CalPERS is the *only* public retirement they have had membership in), they should mark the first box. The employee should only mark the second box if they have ever been employed at an agency on the list.

Section 2: Employees should complete this section only if it is applicable. Employees should not use acronyms or abbreviations. They must also indicate the full date.

Section 3: Make sure it is completely filled out.

(6) List of Campus Policies:

There are two copies provided, one for us and one for the employee. Please collect one completed copy (print name, sign, and dated).

Additional Documents Needed (Not Included In Packet)

Instructional Student Assistants, Teaching Associates, Graduate Assistants

1. Confidentiality Form for Faculty
2. Direct Deposit Form: Ask employees if they are interested. They do not need to list the full address of the financial institution, the city and state in which they opened the account is enough. Direct deposit will take 45 days to go through. Their first paycheck will be available for pick up at the Cashier's Office (located on the 2nd floor of the Student Business Services Building). If the student does not have all the information needed to complete the form today, they can return with a completed form to our office or Payroll's (whichever is more convenient for them).
3. How to Read your Pay Warrant
4. Green and Gold Calendar
5. UAW Union Form: The student is not required to complete this form. If they choose to, they can drop it off with us and we will mail it to the union.

Staff, Faculty, and Special Consultants

1. Confidentiality Form: Employees classified as staff must complete the Confidentiality Statement for Employees, Consultants, and Independent Contractors Accessing University Records. Staff employees in Unit 4 must complete the Information System Access and Compliance Form for Academic Professionals of California (Unit 4) Employees. Employees classified as Faculty must complete the Confidentiality Statement for Faculty Access and Compliance Form. All employees must complete the

form up until the first bolded line on the second page. They must then hand it off to their department to sign off and continue routing.

2. ID Card Request:

Date: _____

This form is to authorize: _____

HSU I.D. # _____

Please charge this service to: _____

Human Resources Approval: _____

This form is completed by you. List today's date. Write the employee's full name in the space provided after "The is form is to authorize". Write in the employees HSU ID number. This can be found in PeopleSoft HR Center (Main Menu CSU ID Search) by entering the employees First Name and Last Name or their social security number in the National ID section. Write the department's name after "Please charge this service to". Put your initials in the HR Approval space.

FACULTY

STAFF

OTHER:

Volunteer **Exp. Date:** _____

Special Consultant **Exp. Date:** _____

HSU Foundation **Exp. Date:** _____

Account	Fund	Dept ID
660003	HM500	

Mark either Faculty or Staff and write in the Dept ID number. The Dept ID number can be found in a number of places:

-the offer letter, if there is one

-PeopleSoft HR Center's Maintain a Person's POI (Main Menu Workforce Administration Personal Information Organizational Relationships Maintain a Person's POI Reltn)

-Enter the employee's ID number in the Empl ID section and click Search.

Gabriela Pelayo

Person ID: 011503177

Person of Interest Type: Future Hire Staff

Security Data Find | View All First 1 of 1 Last

Effective Date: 05/14/2018

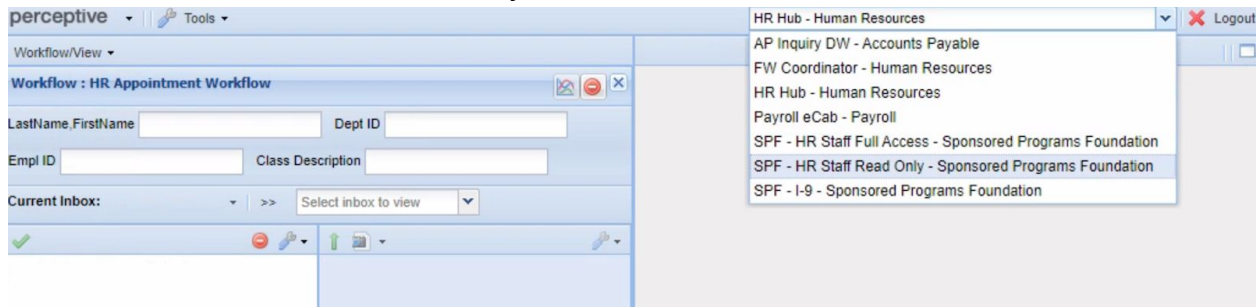
Personalize | Find | First 1-2 of 2 Last

Security Access Type	Enabled	Value 1	Value 2
BUSINESS UNIT	<input checked="" type="checkbox"/>	Business Unit HMCMP	
POI DEPARTMENT	<input type="checkbox"/>	SetID HMCMP	Department D30010

Person of Interest History Personalize | Find | First 1 of 1 Last

*Effective Date	*Status	Planned Exit	More Information
1 05/14/2018	A	11/14/2018	ASA II, APS Assistant - mch

-the Form 104 in Nolij. This form can be found in the **HR Hub – Human Resources Folder** in Nolij:



3. Direct Deposit Form: Ask employees if they are interested. They do not need to list the full address of the financial institution, the city and state in which they opened the account is enough. Direct deposit will take 45 days to go through. Their first paycheck will be available for pick up at the Cashier's Office (located on the 2nd floor of the Student Business Services Building). If the student does not have all the information needed to complete the form today, they can return with a completed form to our office or Payroll's (whichever is more convenient for them).
4. Parking Permit Info Slip: This form is completed by you. Write in the employees name, HSU ID Number, Bargaining Unit, and your initials in the corresponding spaces. The Bargaining Unit can be found in the employee's offer letter or in the Form 104.
5. How to read your pay warrant
6. Green and Gold Calendar

If an employee is benefit eligible they must be given the green benefits folder. This is located in the top drawer of the drawer unit in the corner next to my desk. There is a Green Monster plushy on top of the drawer unit.