Temporary/Casual Worker

New Employee Form(s) Instructions

Please complete the following forms online, print, and bring with you on your first day of employment. You will have the opportunity to review the forms, ask questions, and add your signature and date as indicated on each form. In some cases, you may not receive these documents until your first day of employment. Please note your pay cannot be processed until you have completed the required forms.

You are required to sign new employee paperwork:

- if you are new to Sonoma State University (SSU), or
- if your previous employment at SSU ended more than one year ago, or
- if you previously held a Student Assistant position

**Required Forms**

- Employee Information Form
  - Please review and complete all areas of this form, except signature and date

- Employment Eligibility Verification - Form I-9
  - Federal law and CSU policies require that this form be completed no later than your first day of work.
  - Section 1: Complete this section only, except signature and date

- Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California - Form STD. 689
  - Read entire document and print full name in Part I, do not complete Part 2 or 3

- Employee Action Request (EAR)--STD. 686
  - Please complete all areas of this form, except signature and date

- CalPERS Member Reciprocal Self-Certification Form
  - Please review employee instructions page carefully
  - Complete all areas of this form, except signature and date

- Designation of Person(s) Authorized to Receive Warrants (std. 243)
  - Please review and complete all areas of this form, including signature and date

- Notice of Exclusion From CalPERS Membership
  - Please review and complete all areas of this form, including signature and date

- Statement concerning Your Employment in a Job Not Covered by Social Security
  - Please review and complete all areas of this form, including signature and date

- Access and Compliance Form
  - Please review and complete all areas of this form, including signature and date

- Campus eOrientation
  - Please review all policies, and submit the completed last page, including signature and date

- Degree/Certificate/License Verification
  - If stated in the position job posting that evidence of degree(s), certificate(s) or license(s) is required, please bring proof on your first day of employment.

- Appointment Letter and Position Description
  - As a reminder, you will also need to return your signed acceptance of the appointment letter and position description to Human Resources.
Optional Forms

- Voluntary Self Identification for Employees
- Veterans Self Identification for Employees
- Voluntary Self Identification of Disabilities

The CSU is an equal employment opportunity employer and is committed to treating all employees without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including gender identity), age (over 40), sexual orientation, covered veteran status or any other protected status. Any data submitted on this form will be kept separate from your personnel file.

- Direct Deposit Enrollment Authorization
  - New Employee: Sections A, B, and C must be completed
  - Hint: Box in Section C must be checked

- Request for Nondisclosure of Employee Home Address
  - Please review and complete all areas of this form

Information - For Review Only

- Benefit Summary Information for Temporary Staff and Faculty
- New Health Insurance Coverage Options and Your Health Coverage
- New Hire Notice – Injuries Caused By Work
- Statement on Civility & Tolerance
- Confidentiality Training