

Instructions for Completing a Student Assistant Sign-In Packet

Please Note: All hiring documents **MUST** match the name on your Social Security card.

Student Personal Statistics Information Form

Section A: Print your first, middle, and last name.

Section B: Enter your (SSN) Social Security number, student ID number, and your birth country.

Section C: Enter your phone number and check the box indicating whether this is your home or cell phone number; then enter your email.

Section D: Enter your complete home address.

Section E: Enter your complete mailing address **OR** check the box indicating that your mailing address is the same as your home address.

Section F: Check the box indicating the highest education level that you have completed. Enter the month/year earned, institution you received your education, major, and degree earned.

Ex: If you are pursuing a bachelor's degree, select: "Some College".

Section G: Check the box indicating whether you are **OR** are not currently enrolled as a California State University student from any of the CSU campuses. Then enter the name of the CSU campus that you are attending and list the number of units you are currently enrolled in.

Section H: Check the box indicating whether you are a previous employee, current employee **OR** have never been an employee of CSU, Dominguez Hills. If yes, (*you have been a previous or current CSU, Dominguez Hills employee*), please list the department where you were employed.

Section I: Enter the name of your supervisor and your supervisor's phone number.

Section J: Enter the name of your time keeper and your time keeper's phone number.

Section K: Enter an emergency contact name, their relationship to you, your contact's complete mailing address, and the phone number where your contact can be reached.

Section L: Check the box indicating whether you have ever been convicted of a felony of moral turpitude (*which is a corrupt or depraved or degenerate act or practice*).

Section M: Print and sign your name, and enter today's date to affirm that you have;

- a. answered all the questions on the form accurately,
- b. you have read the Position Description,
- c. agree to the terms of employment,
- d. will only submit and receive payment for hours worked,
- e. you will not work as a student assistant and a work study simultaneously or work more than two jobs simultaneously.

Student Personal Statistics Information Form, Part II: (Non-Resident Alien Addendum)

Legal Name: Enter your first, middle, and last name.

Student ID#: Enter your student ID number.

Section N: If student is on an F-1 visa, the immediate supervisor must sign and date.

Section O: If student is in good academic standing, a foreign student advisor located in College of Extended & International Education (EE 1300) must sign and date.

- **Note:** A tax analysis will be required to determine your tax status.

CSU Student Payroll Action Request

Section B: Check "New Employee Information"

Section C: Enter your Social Security number, last name, first name, and middle initial as it appears on your Social Security card.

Section D: Enter your mailing address. This is where your W-2 & Paycheck will be sent. If you live on campus, please use a permanent address.

Section E: Enter your birthdate.

Section F: Enter "M" for Male or "F" for Female.

Section G: Enter your ethnic code. The race/ethnic code list can be found on the instructions page of this form, at the bottom of page 2. *Ex: Input "N" if you are "Eskimo".*

Section H: Complete the following section(s):

- Part I, Part II, or Part III: Refer to the IRS Form **W-4** or **W-4A** and California.
- Part IV: Read the back of the SPAR form above the general information if applicable.

Section I: Sign your name & date certifying to the accuracy of the information entered on the form.

Section J: Leave it blank. **(CSU Representative will sign).**

Section K: Designating someone to receive all State warrants (checks) due to you in case of your death. The person you designate, must be 18 years or older. If no designee, enter "**NONE**".
You must complete a new form if you make a mistake.

Section L:

- **Part I:** All U.S. citizens must sign the Oath of Allegiance.
- **Part II:** Complete only if you are **not** a U.S. citizen.
- Do **not** complete both sections.

** Please refer to the back of the CSU SPAR (STD. 457) form for further instructions.*

CSU Form SSA-1945

- **Complete top section:** Last name, first name, middle initial, employee ID#, campus, & department.
- **Complete bottom section:** Sign and date. (Employer ID may be left blank).

Veteran Self-Identification Form for Employees

- Please check all boxes that apply to you.
- **Complete bottom section:** Print your last name, first name, and middle initial.

Voluntary Self-Identification of Disability

- Please check the box that applies to you.
- Print your name and today's date.

Employment Eligibility Verification (I-9) Form

- **Complete Section 1. Employee Information and Attestation** (page 1 of 3).
 - The employee **must** present original and unexpired document(s) from the **Lists of Acceptable Documents** (page 3 of 3) to Human Resources Management located in WH-340.
 - Section 1 must be completed no later than the end of the employee's first day of employment.
- **Section 2. Employer or Authorized Representative Review and Verification:** Completed by Human Resources representative (HRM Department). Do **not** complete Section 2.

Social Security Card

- Per technical letter (**HR/Benefits 2003-09**), State Controller's Office requires you to present your original Social Security card for recording and reporting purposes.