

SIGN-IN PROCESS FOR:

NEW AND RETURNING

Part-Time Faculty,
Teaching Associates,
Graduate Assistants, and
Instructional Student Assistants

NEW Part-Time Faculty, Teaching Associates, Graduate Assistants, and Instructional Student Assistants, and

RETURNING Part-Time Faculty, Teaching Associates, Graduate Assistants and Instructional Student Assistants who have not been employed at CSUN during the past 18 months

May complete new hire and payroll documents beginning the week prior to instruction (January 14, 2008 through January 25, 2008) during the hours indicated below:

Fall Semester Sign-In Hours

Location: Oviatt 16, Garden-level
Hours: Mon-Fri, 9:00 a.m. – 5:00 p.m.
Dates: January 14, 2008 – January 25, 2008

After January 25, 2008, academic instructional employees and staff will be able to complete the **New Hire Sign-In process between 9:00 am and 4:00 pm, Monday – Friday, in the Office of Human Resources, University Hall Room 165, or by appointment by contacting Chanel Johnson at (818) 677-3815, mail drop: 8229; E-mail: Chanel.Johnson@csun.edu.**

- **You must complete the Sign-In Process before beginning work and to receive your CSUN ID card.**
 - **Obtain the New Employee Sign-In Form from your hiring department and bring it with you to the Sign-In Process.**
 - **Benefits and pay warrants cannot be processed until the sign-in process has been completed.**
 - **If you have any questions please contact Human Resources at (818) 677-2101.**
- Thank you**