

## New Employee Sign-In Form

Department must complete, sign, and provide this form to new hires. New hires must email HR at [hrcustomerservice@csun.edu](mailto:hrcustomerservice@csun.edu) and attach this form before the first day of work, to schedule their sign-in appointment.

Once an appointment has been scheduled, Human Resources will provide sign-in instructions outlining the required forms and documents that must be presented during the appointment.

**EMPLOYEES MAY NOT PERFORM ANY WORK AND WILL NOT RECEIVE A PAY WARRANT UNTIL THE SIGN-IN PROCESS HAS BEEN COMPLETED.**

### Employee Information:

CSUN ID: <i>(State Only)</i>	Last Name:	First Name:	M.I.
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Start Date:	Supervisor Name:	Supervisor's Email:	Dept. Extension:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Department ID: <i>(State Only)</i>	Department:		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		

### Appointment Type: *(Check One)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Part-Time Faculty <sup>^</sup>   | <input type="checkbox"/> Teaching Associate <sup>^*</sup>   | <input type="checkbox"/> Graduate Assistant <sup>^*</sup>   |
| <input type="checkbox"/> Student Assistant/<br>SA-Work-Study <sup>*</sup><br><small>Job Codes:<br/>1870/1871/1872/1880/1881</small> | <input type="checkbox"/> NRA Student Assistant <sup>*</sup><br><small>Job Code: 1868</small>              | <input type="checkbox"/> Bridge Student Assistant <sup>*</sup><br><small>Job Code: 1874/1882/1883</small> |
|   | <input type="checkbox"/> ISA/ISA-Work-Study <sup>*</sup><br><small>Job Codes: 1150/1151/1152/1153</small> |   |

**^Requires additional documents at time of sign-in:** Statement of Professional Preparation and Experience (SC-1) & degree verification. Acceptable degree verification documents include: National Student Clearing House Inquiry; Official Transcripts; copy of Diploma; CSUN Unofficial Transcripts (CSUN students only).

**\*Background Check:** Student employees are only required to undergo a background check (including fingerprinting) if it is required by law (i.e. direct contact with minor children at CSU Camp/Clinic, positions with access to stored criminal offender record information, patients, drugs or medication); Access to Level 1 data; OR, if they have cash handling responsibilities (Criminal Only). **NOTE: A CANDIDATE MAY NOT BEGIN EMPLOYMENT UNTIL THE BACKGROUND CHECK HAS BEEN CLEARED BY HUMAN RESOURCES.**

#### Check One:

- |   |   |
|---|---|
| <input type="checkbox"/> Yes, a background check is required by law, and the employee has been cleared by HR. | <input type="checkbox"/> No, this position does <u>NOT</u> require a background check by law. |
|---|---|

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# IMMIGRATION REFORM & CONTROL ACT (IRCA)

## REQUIRED EMPLOYMENT DOCUMENTS

As governed by the Immigration Reform and Control Act (IRCA) of November 6, 1986, verification of work authorization status is mandated by the Immigration Reform and Control Act **before** every prospective employee can begin work. The following typical documents are acceptable for the purposes of the federal employment verification procedures. These lists are not intended to be exhaustive.

### LIST OF ACCEPTABLE DOCUMENTS

**EMPLOYEES MUST PRESENT ORIGINAL DOCUMENTS (Copies Or Expired Documents Are Not Acceptable)**

**Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.**

<b>LIST A:</b>	<b> OR </b>	<b>LIST B:</b>	<b> AND </b>	<b>LIST C:</b>
<b>(Documents that establish both Identity and Employment Authorization)</b>		<b>(Documents that establish Identity)</b>		<b>(Documents that establish Employment Authorization)</b>
<ol style="list-style-type: none"><li>1. U.S. Passport or U.S. Passport Card</li><li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li><li>3. Foreign Passport that contains a temporary I-551 or temporary I-551 stamp printed notation on a machine-readable immigrant Visa</li><li>4. Employment Authorization Document that contains a photograph (Form I-766)</li><li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<ol style="list-style-type: none"><li>a. Foreign Passport; and</li><li>b. Form I-94 or Form I-94A that has the following:<ol style="list-style-type: none"><li>1) The same name as the passport; and</li><li>2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li></ol></li></ol></li><li>6. Passport from the Federated States of Micronesia(FSM) of the Republic of the Marshall Islands(RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the US and the FSM or RMI.</li></ol>		<ol style="list-style-type: none"><li>1. Driver's License or ID Card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li><li>2. ID Card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li><li>3. School ID Card with a photograph</li><li>4. Voter Registration Card</li><li>5. US Military card or draft record</li><li>6. Military dependent's ID Card</li><li>7. US Coast Guard Merchant Mariner Card</li><li>8. Native American Tribal document</li><li>9. Driver's License issued by a Canadian government authority</li></ol> <p><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"><li>10. School record or report card</li><li>11. Clinic, doctor, or hospital record</li><li>12. Day-care or nursery school record</li></ol>		<ol style="list-style-type: none"><li>1. Social Security Account Number card, unless the card includes one of the following restrictions:<ol style="list-style-type: none"><li>a. NOT VALID FOR EMPLOYMENT</li><li>b. VALID FOR WORK ONLY WITH INS AUTHORIZATION</li><li>c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li></ol></li><li>2. Certification of report of birth issued by the Department of State. (Forms DS-1350, FS-545, FS-240)</li><li>3. Original or certified copy of a birth certificate, issued by a State, county, municipal authority or Territory of the United States, bearing an official seal</li><li>4. Native American tribal document</li><li>5. US Citizen ID Card (Form I-197)</li><li>6. ID Card for the Use of Resident Citizen in the United States. (Form I-179)</li><li>7. Employment Authorization document issued by the Department of Homeland Security</li></ol>