

How to complete the Employee Action Request (EAR) Form in Onboarding Portal

To complete your required new hire paperwork, you must first:

1. Establish your SacLink account and Sac State email address.
2. Enroll in Duo (Multi-Factor Authentication).

Once these steps are complete, follow the instructions below to complete the Employee Action Request (EAR) Form.

Step 1: Log into the applicant portal and click “**Go to onboarding portal**”



Step 2: On the **Task List**, click **Employee Action Request (EAR) Form**.



Step 3: Click **New Hire Paperwork** and follow the on-screen instructions to complete the required forms. After you have completed the paperwork, click **Mark as Completed** at the bottom of the page.

Employee Action Request (EAR) Form

Step due: Aug 23, 2026

To complete mandatory new hire paperwork, you must first have established your SacLink account and Sac State email address and have enrolled in DUO. **After** these tasks are complete, please click on the link below to access New Hire forms using your Sac State email address.

New Hire Paperwork

If you have difficulty accessing the forms, please notify us at hr-empservices@csus.edu.

Please note, you will receive reminder emails to complete this item unless you mark it as complete using the button below.

Mark as completed [Close](#)

Note: After completing each onboarding task, please click "**Mark as Completed**" to prevent receiving repeated email reminders.