Student Employment
New Hire Paperwork:
User Guide for Student Employees

Contact information:
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New Hire Paperwork Overview

Congratulations on your employment with Sac State! As a new student employee, you are required to submit new hire paperwork in order to complete your Human Resources onboarding. This user guide is designed to help you complete your new hire paperwork by highlighting all the required fields you must fill out. Though we suggest reading through the paperwork thoroughly for understanding, some notes have also been provided for fields that we receive questions for most frequently. If you have any additional questions, please feel free to reach out to Student Employment by email at hr-studentemployment@csus.edu

Required Documents:

1. Employee Action Request
2. I-9 Employment Eligibility Verification
3. Emergency Contact
4. Designation of Warrants
5. Oath of Allegiance
6. CALPERS Self Certification
7. Supplemental Application Form
8. SSA 1945a
9. Student Employee Agreement

Voluntary Documents*

A. Self-Identification of Disability
B. Veterans Survey
C. Self-Identification Form
D. Direct Deposit

*Please note, students can choose to submit these voluntary documents at any point during their employment.
Employee Action Request

Notes

- **Section B**: Check box 01 – New Employee
- **Section C**: Social security number and legal full name.
- **Section E**: This section is regarding how you want to be taxed on your paychecks.
  - Box I (Green): This box indicates your Federal withholding.
    - **I.01 (required, if applicable)** - If you are a non-resident alien, check this box.
    - **I.02 (required)** - Select Single, Married, or Head of Household.
    - **I.03** - If you are claiming exemption from Federal withholding, write EXEMPT in this box.
      - This exemption does not include State withholding.
      - If you would like to claim exemption from both Federal and State withholding, please fill out Box IV.
    - **I.04 (required)** – Select either “Yes” or “No”.

[Employee Action Request form image]

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• If “No”, move forward to Box II.
• If “Yes”, it will result a higher amount of tax withholding.
• Higher withholding is generally claimed if:
  o You hold more than one job at a time or you and your spouse both have jobs.
  o You have income from sources other than jobs or self-employment that is not subject to withholding.
  ▪ I.05 - Indicate number of dependents by a whole number.
  ▪ I.06 - If you have income from other sources, you can have additional taxes withheld from your paycheck by completing this box.
  ▪ I.07 - Indicate any additional deductions you expect to claim other than the basic standard deductions.
    o Box II (Red): This box indicates your State withholding.
      ▪ II.08 (required) - Select Single, Married, or Head of Household.
      ▪ II.09 (required) - Indicate the total number of allowances you are claiming.
      ▪ II.10 (required) - Indicate any additional allowances you are claiming.
    o Box III (Blue): If you would like to claim any additional deductions, indicate how much you would like to claim for your Federal and State tax.
      ▪ The number must be a dollar amount.
    o Box IV (Orange): Checking off this box states that you are claiming exemption from Federal and State tax withholding.
      ▪ You will not have any income tax withheld from your monthly paycheck because you are claiming no tax liability.
      ▪ This certification expires each year and you must submit a new EAR form stating “exempt” by January 31st of each year for it to continue.
    o Box V (Purple): Claiming nontaxable wages indicates the funding source of your paychecks is coming from one of the sources stated in box 5.
      ▪ Typically, students are funded either by the state or by federal work study, so this section may not apply.
• Section F: The address provided will indicate where your W-2s gets mailed to at the beginning of the year.
• Section G: If you have worked on another college campus or for a state agency, you will be able to fill in your previous employment here. You may leave this section blank if you have never worked for another campus or state agency,
• Section H: Date of birth.
• Section I: Sign and date.
I-9 Employment Eligibility Verification

Notes

- Sac State uses a 3rd party vendor called Tracker I-9 to create and track I-9 employment eligibility verification forms electronically. New employees or returning employees who have been separated from the campus for a year or more will be asked to complete this process.
- Steps to complete I-9 verification process:
  1. You will receive an email from i9complete@trackercorp.com requesting you to complete the front page of the required form.
  2. You will follow the link in the email, input the required information, and sign.
3. An authorized representative from the University will email you to set up a meeting where you will present unexpired U.S. employment authorization documents as required.
   
   i. For a list of acceptable documents or more information on I-9 compliance, please go to [https://www.uscis.gov/i-9](https://www.uscis.gov/i-9)

4. During your scheduled meeting, an authorized representative of the University will verify your document(s), confirm your start date, and complete the employer portion of the I-9 employment eligibility verification form.

*International Students* are required to provide the following documents along with this form:

- Passport & Visa
- Social Security Card
- I-94
- I-20
Emergency Contact

**Notes**

- The first 4 lines must be filled with your information
- Employee ID number is your Sac State Student ID number
Designation of Warrants

Notes

- First field of information needs to be filled out with your information
- Listing a primary designee, who must be at least 18 years old, is mandatory
- Contingent designees are optional
- Employing State Agency is CSUS
- Employee ID number is your Sac State Student ID number
Notes

- Part 1 is to be filled out if you are a U.S. Citizen
- Part 2 is to be filled out if you are NOT a U.S. Citizen
- Part 3 must be completed by all
- Employing State Agency is CSUS
- Division/Unit is the department you will be working in
**CalPERS Self Certification**

**Notes**

- **Scenario 1:** If you have not invested into a retirement program, you must fill out section 1 and 3 of this form. In section 1, you must provide us with your personal information, but you can leave the CalPERS ID blank. Then select the first box in section 1, indicating that you are not a member of any retirement program.

- **Scenario 2:** If you have been previously employed prior to being offered a position at Sac State and have invested into CalPERS, you must fill out Section 1 and 3 and provide your CalPERS ID. You may leave the check boxes in section 1 blank.

- **Scenario 3:** If have previously been employed prior to being offered a position at Sac State and have invested into a retirement program other than CalPERS, you must fill out section 1, 2, and 3. Fill out your personal information in section 1 leaving CalPERS ID blank, and check mark the second box. Fill in section 2 with your retirement program’s information and complete section 3.
Supplemental Application Form

Notes

- This form is a supplement to the previous CalPERS form
- Employee ID number is your Sac State Student ID number
- Highest Level of Education Completed: e.g. High School Diploma, Associates, Bachelors, Masters, etc.
STATEMENT CONCERNING YOUR EMPLOYMENT IN A JOB NOT COVERED BY SOCIAL SECURITY

EMPLOYEE AND CAMPUS INFORMATION

Please be advised that your earnings from this position are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this position. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension benefit may affect the amount of the Social Security Benefit you receive. Your Medicare benefits, however, will not be affected.

Under the Social Security law, there are two (2) ways your Social Security benefit amount may be affected.

1. Windfall Elimination Provision
   Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job.

   For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is $313.30. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit.

2. Government Pension Offset Provision
   Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State, or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security benefit or widow(er) benefit by two-thirds (2/3) of the amount of your pension.

   For example, if you get a monthly pension of $500 based on earnings that are not covered under Social Security, two-thirds of that amount, $400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a $1000 widow(er) benefit, you will receive $500 per month from Social Security ($1000-$500 = $500). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65.

FOR ADDITIONAL INFORMATION

For more information, please refer to Social Security Publications “Windfall Elimination Provision,” and “Government Pension Offset Provision.” These publications, and additional pertinent information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free at (800) 772-1113, or the TTY number at (800) 325-0778, or contact your local Social Security Office.

REQUIRED SIGNATURE

I certify that I have received CSU FORM SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefit.

SIGNATURE OF EMPLOYEE DATE

CAMPUS NAME EMPLOYER ID
Student Employee Agreement

Student Employee Start Date and End Dates

Hiring Managers may not authorize student employees to start work until they have received an official Employment Confirmation Notice from the Human Resources Student Employment Office. Student employees will receive their notice within 48 hours of completing all required HR/Payroll forms. Student employees are not allowed to work beyond their appointment end date.

Work Schedule

Hiring Managers should discuss the student employees' work schedule with the student. Student Employee's first role at Sacramento State is to be a student. It is important that the hiring manager remains flexible with student's hours. It is the student's responsibility to inform their manager of exams and papers ahead of time to allow the manager to plan around their school needs.

Student's Hours

Student Employees are not allowed to work over 20 hours per week. This includes students who have multiple positions on campus. For example, a student who works 10 hours in one department can only work 10 hours in another department.

Breaks

Student employees are required to take a 15 minute paid break within the 4 consecutive hours worked, and are required an unpaid half hour break within 6 consecutive hours of work. If the student works two jobs, the student employee is still required to take a meal break after 6 consecutive hours. It is both the student and department's responsibility to keep a record of when breaks are taken.

Timesheet

Student timesheets must be filled out accurately, and provided to the hiring manager on the last day of the pay period for confirmation of hours worked. The signature of both the manager and time keeper are required. All signed timesheets need to be submitted to Payroll prior to deadline. Instructions on how to fill out student timesheets correctly, and Payroll deadlines can be found on the Payroll website at: http://www.csus.edu/hr/departments/payroll/index.html.

Campus Jobs

Students are allowed to hold multiple student employment positions i.e. FWS, ISA, GA, TA. Federal Work Study (FWS) student employees are only allowed one FWS position. Student employees can be appointed to multiple positions as long as 20 hours per week are not exceeded.

☐ I acknowledge and agree to all of the above

Student Employee Name _____________________________ Student Employee Signature _____________________________ Date __________

(type name for electronic signature)

Rev. 2/11/2018
Voluntary Self Identification of Disability

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- Autism
- Autoimmune disorder, for example, lupus, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn’s Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson’s disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

☐ Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
☐ No, I Don’t Have A Disability, Or A History/Record Of Having A Disability
☐ I Don’t Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.

For example:

Job Title: ___________________ Date of Hire: ___________________
Voluntary Veterans Survey

Notes

- Employee ID number is your Sac State Student ID number
Voluntary Self-Identification Form

The California State University

VOLUNTARY SELF-IDENTIFICATION FORM FOR EMPLOYEES

This form has been developed to assist us in monitoring the diversity of our workforce, and in collecting data that is required for compliance with State, Federal, and University reporting requirements. This form, and any data submitted on this form, will be kept separate from your personal file and will not be accessible by anyone involved with making recommendations or decisions regarding your employment. While your reply will be most helpful to us in reporting accurate data, completing this form is entirely voluntary.

Employee Name (Last, First, Middle Initial)  Employee ID

Question 1. Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

- [ ] Yes
- [ ] No

Question 2. Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DEFINITION OF CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native</td>
<td>A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.</td>
</tr>
<tr>
<td>Asian</td>
<td></td>
</tr>
</tbody>
</table>
| - Asian Indian
| - Cambodian
| - Chinese
| - Filipino
| - Japanese
| - Korean
| - Laotian
| - Vietnamese
| - Other Asian |
| Black or African American | A person having origins in any of the black racial groups of Africa. |
| Native Hawaiian or Other Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| - Guamanian
| - Hawaiian
| - Samoan
| - Other Native Hawaiian or Other Pacific Islander |
| White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| Gender | Male  Female  Non-binary |

Print Form  Revised: 1-23-2019
Direct Deposit

Notes

- Direct deposit is not the same as e-refund through your MySacState account
- Routing Number is an identification number for your bank. Typically found on checkbooks or online banking accounts.
- Account Number is the identification number for your checking or savings account. This can also be found in checkbooks or through your online bank account.
- Students must receive Employment Confirmation Notice prior to submitting this form because they must officially be Sac State employees to have access to the form in Adobe Sign.
  - For any issues using Adobe Sign, please contact the Service Desk for assistance by email at servicedesk@csus.edu.
- Direct Deposit Instruction Sheet: https://www.csus.edu/administration-business-affairs/internal/direct-deposit-new-or-change-instructions1.pdf