

**HUMAN RESOURCE SERVICES MANUAL
SECTION 11: FORMS AND RELATED INSTRUCTIONS – STUDENT EMPLOYEES**

**Student
New Hire Form**

Biographical Data - To be completed by the employee

Name (Last, First Middle) _____ SSN ____-____-____

Sex: ___ M Visa type _____
 ___ F CSU ID _____

Address _____ City _____ State _____

Zip _____ Home phone (____) _____ Birth date: _____

Emergency contact _____ Phone (____) _____ H/W Relationship _____

Appointment Data - To be completed by the department (Student)

State Work-Study student _____

Department _____ Hire date _____

Job _____ Grade _____

Hourly salary _____ Salary basis Student hourly Payroll CSU Bi-weekly

Employee group Student Employee qualifier _____ Employment category Temporary
(Work-study or Non work-study)

CSU account number(s)	Start date	Percent
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

NOTE: Send the **I-9** form to Student Employment Services. Send the **W-4** and **Payment Disposition Action (PDA)** forms to the Payroll Office. Revised 2/2007

