Required Forms for Initial Employment
Hourly Employees

Please Indicate the Person’s Employee Group on the Envelope

Deliver to: 6004 Human Resources -or- 555 S Howes, 2nd Floor

State Classified
- SSA-1945
- Creative Works Policy
- Compensatory Time Agreement
- Direct Deposit
- I-9 with copies of verified documents
- Employment Verification Affirmation
- PERA Member Information or PERA Exclusion Form
- W-4

Non-Student Hourly
- Direct Deposit
- Employment Verification Affirmation
- I-9 with copies of verified documents
- W-4
- PERA Member Information or PERA Exclusion Form
- SSA-1945

Student Hourly
Deliver to Student Employment:
Centennial Hall -or- Campus Delivery 1065
- I-9 with copies of verified documents
- Employment Verification Affirmation
- SSA-1945

Deliver to Human Resources:
555 S Howes, 2nd Floor -or- Campus Delivery 6004
- W-4
- Direct Deposit

1. Form SSA-1945
   a) Employee #: Employee Social Security Number
   b) Employer Name: Colorado State University
   c) Employer ID#: 84-6000545