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
- [ ] PERA Member Information or PERA Exclusion Form
- [ ] W-4

### Non-Student Hourly

- [ ] Direct Deposit
- [ ] W-4
- [ ] I-9 with copies of verified documents
- [ ] 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
- [ ] SSA-1945

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

- [ ] W-4
- [ ] Direct Deposit

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