Human Resources

Required Forms for Initial Employment
Salaried Employees

Please Indicate the Person’s Employee Group on the Envelope

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

Academic Faculty/Administrative Professional

- Creative Works Policy
- Direct Deposit
- Employment Verification Affirmation
- I-9 with copies of verified documents
- Oath of Allegiance
- SSA-1945
- W-4

Other Salaried Employee
Postdoctoral Fellow, Fellowship Grant Trainee, Clinical Psychology Intern, Veterinary Intern/Resident

- Creative Works Policy
- Direct Deposit
- Employment Verification Affirmation
- I-9 with copies of verified documents
- Oath of Allegiance
- SSA-1945
- W-4

State Classified

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

Graduate Assistant

- Creative Works Policy
- Direct Deposit
- Employment Verification Affirmation
- I-9 with copies of verified documents
- SSA-1945
- Oath of Allegiance
- W-4

Keep in Department:
- Graduate Assistant Appointment & Certification Form

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

2. SSA 1945 form required for Postdoctoral Fellows, Clinical Psychology and Veterinary Interns.