

**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](#)
- [I-9](#) with copies of verified documents
- [Oath of Allegiance](#)
- [SSA-1945](#)¹
- [W-4](#)

Other Salaried Employee

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

- [Creative Works Policy](#)
- [Direct Deposit](#)
- [I-9](#) with copies of verified documents
- [Oath of Allegiance](#)
- [SSA-1945](#)^{1, 2}
- [W-4](#)

State Classified

- [Compensatory Time Agreement](#)
- [Creative Works Policy](#)
- [Direct Deposit](#)
- [I-9](#) with copies of verified documents
- [PERA Member Information](#) or [PERA Exclusion Form](#)
- [SSA-1945](#)¹
- [W-4](#)

Graduate Assistant

- [Creative Works Policy](#)
- [Direct Deposit](#)
- [I-9](#) with copies of verified documents
- [SSA-1945](#)¹
- [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.