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

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**Academic Faculty/Administrative Professional**

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

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**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
- W-4

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**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
- W-4

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**Graduate Assistant**

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

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**Keep in Department:**

- Graduate Assistant Appointment & Certification Form

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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

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