

Instructions for New Hire Employee

To process your employment documentation, both you and your supervisor have to complete the paperwork listed below.

The **entire completed set of documents (item number 1 to 12 listed below)** with the required signatures should be presented to the Financial Aid Information Center, located at Cloud Hall, room C331. Amy Kern will accept the documents and forward them to Student Employment and Payroll Office for processing. Amy Kern will accept documents from 9:00 A.M. to 12:30 P.M. and 1:30 P.M. to 4:00 P.M. Mondays through Fridays.

Set of documents:

1. Current Tuberculin (TB) Test/Chest X-Ray Results are required. Please read form TB Test/X-Ray Requirements included in the application paper work. You need to obtain the result of the test and submit it with all completed paperwork (listed below) to the Student Personnel Office.
2. Instructions for New Hire Employee
3. New Hire Student Employment Application
4. Department New/Rehire Employment Form
5. 5. I-9 Employment Eligibility Verification Form along with the original documentation necessary to establish **both your identity and eligibility to work.** See [I-9 form](#) for the list of acceptable documentation.

For payroll purposes and for your protection, CCSF also requires that you bring The original Social Security card at the time of the processing (laminated card will not be accepted) A receipt from the Social Security Office will be accepted temporarily for processing until you receive the actual document. If you have never had a social security number, you must wait until the Social Security Card is issued.

When submitting documents, please make sure your name is the same on your Social Security card, picture ID, and in your student records with the Office of Admissions and Records

6. Employee's Withholding Allowance Certificate W4 form. If you need help with the form, please call 1-800-829-1040. All new employers must file a W-4 form for tax purposes.
7. Classified Work History
8. Pay Card Option
9. Direct Deposit Action Form is available if you wish your pay check deposited to your bank.

If you are under 18 years of age and are applying for a student employee position, please submit one of the following items to the Student Personnel Office at the time of processing:

- Valid Minor Work Permit,
- High School Diploma or GED Certificate obtained in the United States,
- For foreign graduates, a Certificate Evaluation Letter. This letter may be obtained by the District School Board where you now reside in the United States.

If you are a foreign student, you must bring your semester work permit at the time of processing. It may be obtained in Conlan Hall, Room E107 (Foreign Students Admission Office). You must also bring you passport with **I-94** Documentation at the time of employment processing.

10. Payroll Instruction and Pay Schedule: Your employer will train you to complete your time sheets on CCSF's website.
11. Statement of Terms and Condition of Employment
12. Sexual Harassment Statement