



For Human Resources Use	
Received By	
Date Received	
Hiring Supervisor	

Student Worker

All forms need to be completed and returned to the Human Resources office prior to your first day of work.

Please Initial Each Line

- _____ Personnel Card
- _____ Affidavit of Designation to Receive Paycheck
- _____ W-4 – Federal Tax Withholding
- _____ DE-4 – State Tax Withholding
- _____ Direct Deposit (*optional, must provide VOID check or Bank Direct Deposit Slip*)
- _____ SSA 1945 Form
- _____ Notice of Exclusion from CalPERS
- _____ I – 9 Form, Employment Eligibility Verification
- _____ I – 9 Supporting Documentation (refer to page 2 of I-9 form for a list of acceptable documents)
- _____ TB Test Clearance
- _____ TB Assessment
- _____ Physician Pre-Designation
- _____ MPN Acknowledgement
- _____ Disaster Service Worker - OATH
- _____ DE 34 Form
- _____ Confidentiality Agreement
- _____ Drug Free Workplace
- _____ Sexual Harassment Policy
- _____ Computer and Network Use Agreement
- _____ Work Permit – Required for students under the age of 18. Contact your high school if currently attending or your local school district to complete the necessary documents/process to obtain a Permit to Employ and Work CDE Form B1-4.

} *Please complete either test or assessment. Must be dated within 60 days of first date of employment. Can be done at any health services agency.*

KEEP THE FOLLOWING FORMS FOR YOUR RECORDS

- _____ Safety Orientation Packet
- _____ Draft Student Worker Handbook
- _____ Web Time Entry Student Worker Training
- _____ Academic Calendar
- _____ Campus Map
- _____ Recuro Health
- _____ Health Insurance Marketplace Coverage Options
- _____ Student Evaluation

My initials confirm that I have received and reviewed the above forms. I have kept a copy of the Sexual Harassment and Safety Orientation packet for future references. As well as a copy of the Draft Student Worker Handbook, and Web Time Entry Student Worker Training.

NOTE: Prior to employment, employee must provide proof (original documents) of eligibility to work in the United States, and have current tuberculosis clearance.

Recording Time Worked: Please be sure to communicate with your supervisor to ensure that you are aware of the appropriate time sheet to use for record keeping, deadlines, approvals, and submission to Payroll.