



Department must complete, print and sign this form, and send along with the new employee to the Office of Human Resources, University Hall 165, on or before the first day of work.

ONLINE SIGN-IN FORMS HERE: www.csun.edu/hr/new-employees

To expedite the sign-in process, if possible, employees are encouraged to complete sign-in forms prior to coming to HR.

EMPLOYEES MAY NOT PERFORM ANY WORK AND WILL NOT RECEIVE A PAY WARRANT UNTIL THE SIGN-IN PROCESS HAS BEEN COMPLETED.

Employee Information:

Form fields for Employee Information: CSUN ID, Last Name, First Name, M.I., Start Date, Supervisor Name, Supervisor's Email, Dept. Extension, Department ID, Department.

Appointment Type: (Check One)

- Part-Time Faculty, Teaching Associate, Graduate Assistant, Student Assistant/SA-Work-Study, NRA Student Assistant, Bridge Student Assistant, ISA/ISA-Work-Study.

*Requires additional documents at time of sign-in: Statement of Professional Preparation and Experience (SC-1) & degree verification. Acceptable degree verification documents include: National Student Clearing House Inquiry; Official Transcripts; copy of Diploma; CSUN Unofficial Transcripts (CSUN students only).

*Background Check: Student employees are only required to undergo a background check (including fingerprinting) if it is required by law (i.e. direct contact with minor children at CSU Camp/Clinic, positions with access to stored criminal offender record information, patients, drugs or medication); Access to Level 1 data; OR if they have cash handling responsibilities (Criminal Only). NOTE: A CANDIDATE MAY NOT BEGIN EMPLOYMENT UNTIL THE BACKGROUND CHECK HAS BEEN CLEARED BY HUMAN RESOURCES.

Check One:

- Yes, a background check is required by law, and the employee has been cleared by HR. No, this position does NOT require a background check by law.

Supervisor's Signature: _____

Date: _____

IMMIGRATION REFORM & CONTROL ACT (IRCA)

REQUIRED EMPLOYMENT DOCUMENTS

As governed by the Immigration Reform and Control Act (IRCA) of November 6, 1986. Verification of work authorization status is mandated by the Immigration Reform and Control Act **before** every prospective employee can begin work. The following typical documents are acceptable for the purposes of the federal employment verification procedures. These lists are not intended to be exhaustive.

LIST OF ACCEPTABLE DOCUMENTS

EMPLOYEES MUST PRESENT ORIGINAL DOCUMENTS (Copies Or Expired Documents Are Not Acceptable)

**Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.**

LIST A:	/OR/	LIST B:	/AND/	LIST C:
(Documents that establish both Identity and Employment Authorization)		(Documents that establish Identity)		(Documents that establish Employment Authorization)
<ol style="list-style-type: none">1. U.S. Passport or U.S. Passport Card2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)3. Foreign Passport that contains a temporary I-551 or temporary I-551 stamp printed notation on a machine-readable immigrant Visa4. Employment Authorization Document that contains a photograph (Form I-766)5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<ol style="list-style-type: none">a. Foreign Passport; andb. Form I-94 or Form I-94A that has the following:<ol style="list-style-type: none">1) The same name as the passport; and2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.6. Passport from the Federated States of Micronesia(FSM) of the Republic of the Marshall Islands(RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the US and the FSM or RMI.		<ol style="list-style-type: none">1. Driver's License or ID Card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address2. ID Card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address3. School ID Card with a photograph4. Voter Registration Card5. US Military card or draft record6. Military dependent's ID Card7. US Coast Guard Merchant Mariner Card8. Native American Tribal document9. Driver's License issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none">10. School record or report card11. Clinic, doctor, or hospital record12. Day-care or nursery school record		<ol style="list-style-type: none">1. Social Security Account Number card, unless the card includes one of the following restrictions:<ol style="list-style-type: none">1. NOT VALID FOR EMPLOYMENT2. VALID FOR WORK ONLY WITH INS AUTHORIZATION3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION2. Certification of report of birth issued by the Department of State. (Forms DS-1350, FS-545, FS-240)3. Original or certified copy of a birth certificate, issued by a State, county, municipal authority or Territory of the United States, bearing an official seal4. Native American tribal document5. US Citizen ID Card (Form I-197)6. ID Card for the Use of Resident Citizen in the United States. (Form I-179)7. Employment Authorization document issued by the Department of Homeland Security