Student

Hourly Employee Document Checklist

Employee Name: _____________________________ Date: ______________________

Supervisor: ________________________________ Sup’r Ext: __________________

Department: ________________________________ Position: __________________

1. ____ Hourly Application

2. ____ Personnel Action Form

3. ____ Employment Eligibility Form (I-9)

4. ____ Social Security Card (signed) and Photo ID (i.e. CDL, Passport) – 2 copies

5. ____ W-4 & DE-4 Forms (Federal and State Tax Forms)

6. ____ Loyalty Oath Form

7. ____ Student Unit Load Certification

8. ____ TB Clearance (COM Health Center x7458)

9. ____ STRS/PERS Prior Retirement Memo

10. ____ CalPERS Notice of Exclusion

11. ____ Direct Deposit Form (voided check needed)

12. ____ EDD Unemployment Insurance Information (To Employee)

HR USE ONLY:

☐ M#________________________

☐ 1. PPAIDEN

☐ 2. PEAEMPL

☐ 3. NBAJOBS

☐ 4. Email M00 to Dept. Admin. Assistant