**PAYROLL LIAISON NEW HIRE GUIDE**

<table>
<thead>
<tr>
<th>FORMS:</th>
<th>ITEMS TO BE COMPLETED:</th>
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</table>
| NEW HIRE APPLICATION: | □ Name  
□ Red ID #  
□ Start Date  
□ Home Locator (including listing of any additional locators & pay rates)  
□ Starting Pay Rate  
□ Job Title  
□ Supervisor Name  
□ A.S. Driver? If yes, send a copy of unexpired driver's license & Operating Vehicles Agreement  
□ A.S. Supervisor? Y/N  
□ SDSU Student? Y/N  
□ Approval Signatures  
□ Employee's Signature and Date |
| AT WILL ACKNOWLEDGEMENT & AGREEMENT | □ Signature and Date |
| EMPLOYEE EMERGENCY INFORMATION | □ Emergency Contacts' phone numbers and addresses  
□ Signature and Date |
| W-4 (CURRENT CALENDAR YEAR) | □ Name & Address  
□ Social Security Number  
□ Marital Status - box no. 3  
□ Number of Allowances - box no. 5  
□ Exemption from withholding - box no. 7, if tax exempt - no allowances should be claimed in box 5.  
□ Signature and Date |
| DIRECT DEPOSIT AUTHORIZATION | □ Signature and Date  
□ Voided check should be attached |
| CONFIDENTIAL STATISTICAL DATA SHEET | □ Referral Source  
□ Ethnicity information (this information is used for statistical purposes only) |
| FORM I-9 | □ Section 1- Completed and signed by employee  
□ Section 2- Completed and signed by supervisor/verifier  
**Employee must present original documents for identity and employment eligibility verification (no copies or faxed documents should be accepted):**  
One document that establishes identity and employment eligibility from LIST A or,  
One document that establishes identity from LIST B, and  
One document that establishes employment eligibility from LIST C  
***Please refer to the listing of acceptable documents on the back of the I-9 Form — the verifier should make a copy of the documents and attach to the I-9 Form. |
| OTHER FORMS | □ Cell Phone Agreement  
□ Code of Safe Practices  
□ Computer Usage Agreement  
□ Fingerprint PR Deduction Agreement  
□ New Hire Packet for NRA International Students  
□ Operating Vehicles Policy Agreement  
*Unexpired Proof of Insurance (only if driving personal vehicle for A.S. business)  
**Auto Insurance Coverage Verification (only if employee's name is not listed on the insurance card)  
□ Parking Permit PR Deduction Agreement (FT Employees "only")  
□ Program Area Deposit Procedures  
□ Safety Orientation Checklist |