Non-Student Hourly
Initial Employment Form

Biographical Data - To be completed by the employee

Name (Last, First Middle) ___________________________________________ CSU ID __________

Sex: ___ M Ethic Origin: ___ American Indian Military Status: ___ Not a Veteran
___ F or Alaskan Native ___ Veteran
___ Asian ___ Vietnam Veteran
___ Black or African American ___ Disabled Veteran
Disabled: ___ Yes ___ Hispanic or Latino (White race only) ___ Disabled Vietnam Vet
___ No ___ Hispanic or Latino (All other races) ___ Other
___ Native Hawaiian or other Pacific Islander ___ White

Address ________________________________________ City _________________ State __________
Zip ____________ Home phone (_____)____________________ Birth date: ____________________

Emergency contact ___________________ Phone (____)___________ Relationship ___________

Appointment Data - To be completed by the department

Visa type ______________
Department ____ NREL __ Hire date ___________ PERA Entry Date ___________
Job title ___________________ Class Code ___________ Hourly salary ________
Payroll Bid-weekly Employee group Non-Student Hourly
Employee qualifier Non-Federal Employment category Temporary
Appt end date _____________

CSU account number(s) Start date Percent
1. _____________________ _______________ _________
2. _____________________ _______________ _________
3. _____________________ _______________ _________

Supervisor ____________________________________________________________

Forms on File: Dates:
PDA __________ ____________
W-4 __________ ____________
I-9 __________ ____________
SSA 1945 __________ ____________
PERA Membership __________ ____________
PERA Exclusion __________ ____________
Out of State Work Loc __________ ____________
Student at Other Inst. __________ ____________
Other __________ ____________

NOTE: The I-9, PERA Member Record, and SSA-1945 forms must be sent to the Human Resource
Services - Records Office before the electronic approval of this new hire can be made. The W-4 and
Payment Disposition Action (PDA) forms must be sent directly to the Payroll Office. Revised 6/2006