Non-Student Hourly
Initial Employment Form

Biographical Data - To be completed by the employee

Name (Last, First Middle) _____ CSU ID _____

Sex: ___ M
___ F

Ethnic Origin: ___ American Indian or Alaskan Native
___ Asian
___ Black or African American
___ Hispanic or Latino (White race only)
___ Hispanic or Latino (All other races)
___ Native Hawaiian or other Pacific Islander
___ White

Military Status: ___ Not a Veteran
___ Veteran
___ Vietnam Veteran
___ Disabled Veteran
___ Disabled Vietnam Vet
___ Other

Disabled: ___ Yes
___ No

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 Bi-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