Student
Initial Employment Form

Biographical Data - To be completed by the employee

Name (Last, First Middle) ________________________________ CSU ID ____________

Sex: ___ M ___ F

Visa type __________________ Email Address __________________________

Address ______________________________________ City _________________ State _______

Zip ___________ Home phone (____)__________________ Birth date: ____________________

Emergency contact ___________________ Phone (____)_________ Relationship ___________

Appointment Data - To be completed by the department

Work-Study student? Y or N State Work Study? Y or N

Department NREL Hire date ____________

Job __________________ Salary basis Student hourly Payroll CSU Bi-weekly

Hourly salary ___________ Employee qualifier ____________ Employment category Temporary

Employee group Student (Work-study or Non work-study)

CSU account number(s) Start date End 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 form must be sent to Student Employment Services. The W-4 and Payment Disposition Action (PDA) forms must be sent directly to the Payroll Office. Revised 3/2006