



Welcome new adjunct faculty employee!

As a new CSUSM employee, **you are required to stop by the Office of Human Resources prior to OR NO LATER THAN the first day of your employment** in order to sign onto the state payroll system. Please bring this form with you to check-in.

Directions: www.csusm.edu/guide/index.html

Parking: www.csusm.edu/guide/parking.html

Map: www.csusm.edu/guide/maps.html

To meet the 1986 Immigration Law (I-9 requirements), employees are required to provide proof of identity and eligibility to be employed in the United States.

★ *Have you been employed previously by CSUSM- within the last 90 days? If yes, please be sure to tell the HR representative helping to sign you onto our payroll.*

Hiring Department: Please complete this section:

Faculty Hire Name: _____

Department: _____

Proposed first day of employment: _____

Department Contact: _____

Contact Phone/email: _____

TYPE OF APPOINTMENT:

- 2358 Lecturer, Academic Year
- 2359 Lecturer, 12 Month
- 2373, 2376, 2377, 2383 Coach
- 2920 Librarian - 12 month (Temp)
- 2357 SMR-EL
- 2457 SMR-EL
- 2323 Temp-EL
- 2363 Temp-EL
- 3070 Student Services Professional (SSP)
Academic Related I- 12 month
- 3071 SSP, Academic Related I-AY
- SSP, Academic Related II - 12 month
- SSP, Academic Related III - 12 month
- 2322, Instructional Faculty, SP for credit (EL)
- Other _____

Check in at CSUSM Human Resources:

Cal State San Marcos Office of Human Resources
333S. Twin Oaks Valley Road
San Marcos, CA 92096
Craven Hall, Room 1200
760-750-4418

Sign-In Hours: Mon-Thurs, 8:00 am to 1:00 pm or other times by appointment.

Allow at least 30 minutes for the sign-in process. All documents used must reflect the same exact name.

Please bring these documents with you:

- ▶ **This form**
- ▶ **Your Social Security Card**

(State Controller's Office Requirement)

You are required to sign onto the state payroll system with the name that appears on your social security card. If incorrect or you do not have a social security card, you will need to go to the [Social Security office](#) to have it corrected.

and...

- ▶ **Document(s) for the [I-9 form](#) (examples below, see online for full list):**

- **One item from LIST A** (a document that establishes both identity & employment eligibility):
 - US Passport
 - Permanent Resident Card
 - Employment Authorization Document/Card Document issued by the INS which contains a photograph
- **or...One item from LIST B** (a document that establishes identity – a picture ID):
 - Driver's License
 - School ID with photograph
 - US Military card

plus...One item from LIST C

(a document that establishes employment eligibility):

- Social Security Card
- Original or certified copy of birth certificate