Student Employee Hiring Process Guide

Department decides to hire a student

Department initiates an ePAN

Note A: We do not need all of the approvals on the ePAN prior to the student signing in with HR because Payroll is unable to process and approve the ePAN until sign-in docs are received

Note B: If the student is expected to make over minimum wage, a position description justifying the rate must be attached to the ePAN.

Department sends an email to hr@csusm.edu with the student's:
- Name
- Email
- Student ID
- Start Date

Please let HR know if the student is nonresidential/ international.

HR assigns an Onboarding Packet via AdobeSign and I9 via Tracker.

Students are sent an email (see page 2-3) with instructions on what to expect

New hire paperwork and required identification should be submitted prior to or on the employees first day of work.

In order to comply with federal and state laws, employees have 3 business days from their start date to complete all paperwork and submit required identification.
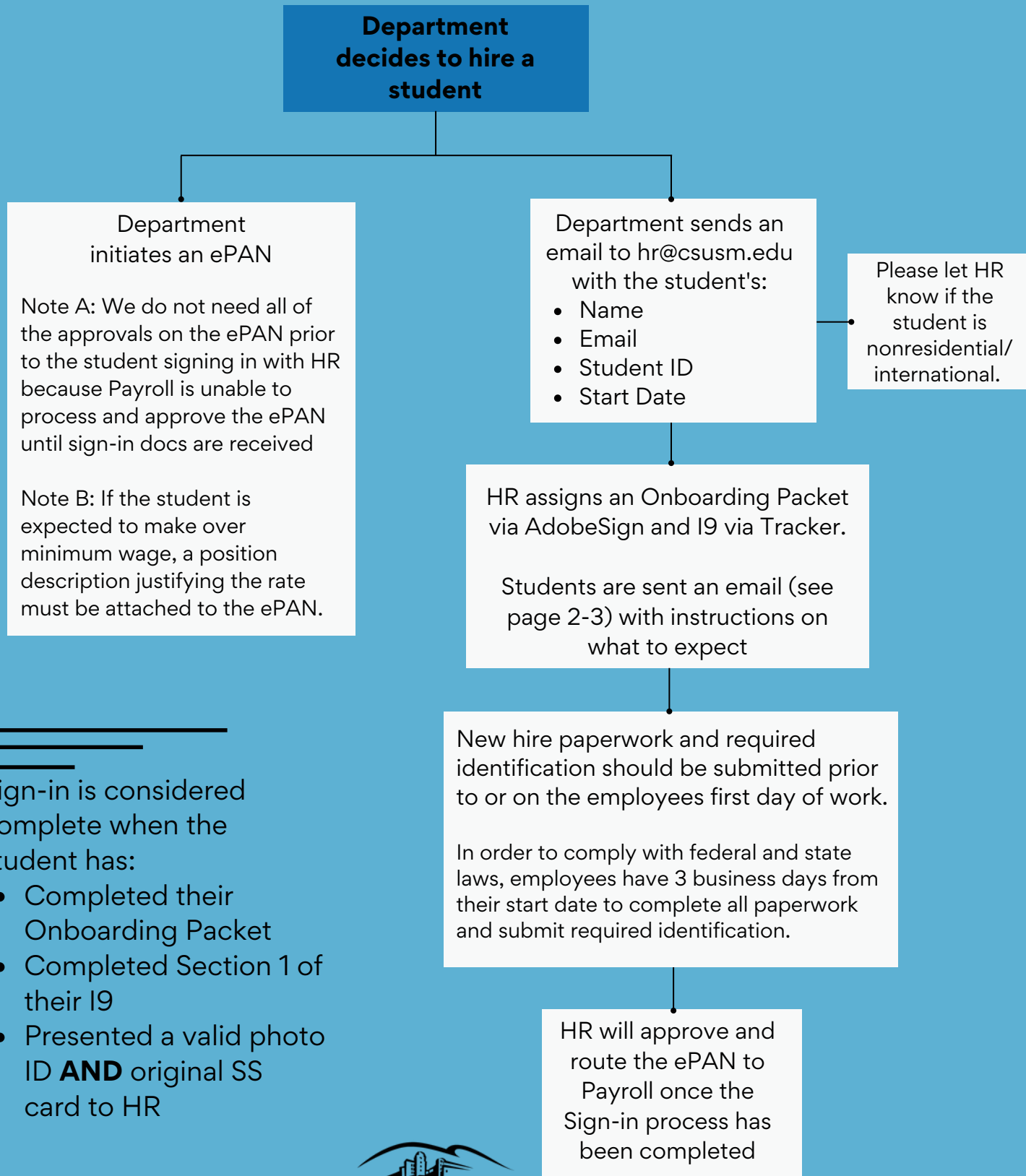
Sign-in is considered complete when the student has:
- Completed their Onboarding Packet
- Completed Section 1 of their I9
- Presented a valid photo ID **AND** original SS card to HR

HR will approve and route the ePAN to Payroll once the Sign-in process has been completed

California State University
SAN MARCOS

OFFICE OF
HUMAN RESOURCES

To student@cougars.csusm.edu

Subject CSUSM Student Assistant New Hire Paperwork (Mouse, Mickey)

Good afternoon,

Congratulations on your Student Assistant position with CSU San Marcos! In order to establish your employment record with the university, you will need to complete the required new hire paperwork. This is the first step in the CSUSM onboarding process and you will be able to complete all required new employee documents electronically.

In addition, we are required to verify your work authorization by examining your identification. Attached is a list of acceptable documents from which you can choose to show. Our Payroll department also requires that you present a copy of your social security card to verify your legal name for tax purposes.

1.New Hire Paperwork – Adobe Sign
You will receive an email from 'Esign HR OnBoarding Service Account (adobesign@adobesign.com), and within that email will be a link for you to "Review and Sign" the required paperwork.

Signature requested on "OnboardingPacket-SA-ISA- < Mouse, Mickey > "

EH   Esign HR OnBoarding Service Account <adobesign@adobesign.com>
To

California State University
SAN MARCOS

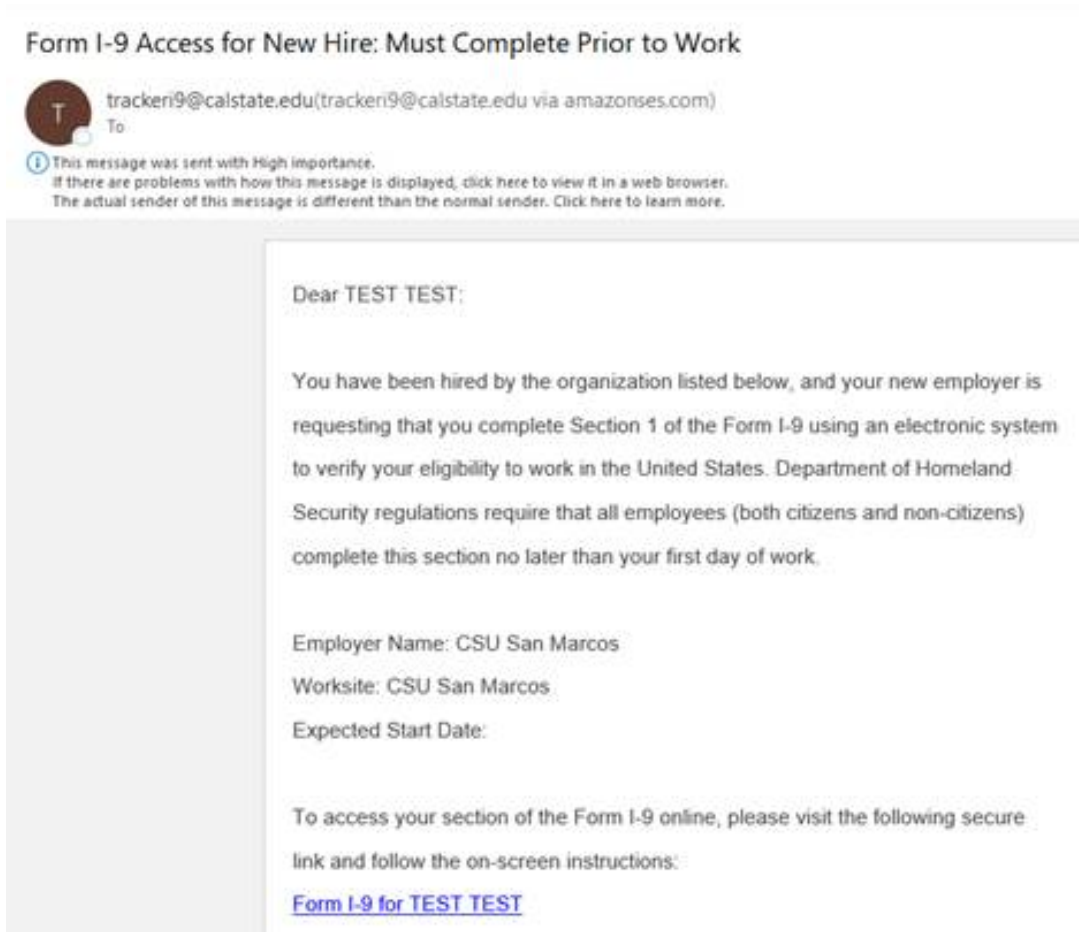Esign HR OnBoarding Service Account requests your signature on
OnboardingPacket-SA-ISA- ‹Mouse, Mickey›

Review and sign

After you sign **OnboardingPacket-SA-ISA- ‹Mouse, Mickey›**, all parties will be notified.

2. Federal I-9 Form – Tracker I-9

You will receive an email from 'trackeri9@calstate.edu' and within that email will be a link that will allow you to access the Form I-9 online for you to complete

Form I-9 Access for New Hire: Must Complete Prior to Work

trackeri9@calstate.edu(trackeri9@calstate.edu via amazonses.com)
To

This message was sent with High importance.
If there are problems with how this message is displayed, click here to view it in a web browser.
The actual sender of this message is different than the normal sender. Click here to learn more.

Dear TEST TEST:

You have been hired by the organization listed below, and your new employer is requesting that you complete Section 1 of the Form I-9 using an electronic system to verify your eligibility to work in the United States. Department of Homeland Security regulations require that all employees (both citizens and non-citizens) complete this section no later than your first day of work.

Employer Name: CSU San Marcos
Worksite: CSU San Marcos
Expected Start Date:

To access your section of the Form I-9 online, please visit the following secure link and follow the on-screen instructions:

Form I-9 for TEST TEST

3. Once you have completed the paperwork in Adobe Sign and completed your section of the electronic I-9 form, please stop by the Office of Human Resources to present your required identification:

- **Photo Identification to satisfy the Employment Eligibility Verification/Form I-9– i.e. driver's license, passport, campus ID, etc.**
  - **Note that documents must be original and unexpired, copies of identification will not be accepted**
- **AND Original Social Security Card (Name verification required for State Payroll System)**

Sign-In Hours	Office of Human Resources	Craven Hall, Room 1200 (1st floor)
Monday – Friday	333 S. Twin Oaks Valley Road	hr@csusm.edu
8:00am – 1:00pm	San Marcos, CA 92078	(760) 750-4418

If you would like to enroll in direct deposit, please fill out the Adobe Sign Direct Deposit Form.

If you have any questions please email hr@csusm.edu.

SEND