Now That You're Hired Checklist

Once you have been hired for your first job at Colorado State University, you will need to complete and bring the following to your employer for your employment to start:

Background Information – Student hourly and work-study candidates and employees are not subject to pre-employment background checks unless one or more of the following sensitive conditions apply or if duties include driving as part of the position:

- The student will work with vulnerable populations (i.e., minors or animals);
- The student will have access to or work with controlled substances, select agents, or other sensitive research materials/information;
- The student will have unsupervised access to residence halls or other secure facilities or will have access to master keys;
- The student will have access to sensitive information (i.e., personally identifiable information such as social security number, financial account number, student identification number, home address, passport number, computer account/password and information that is protected by applicable laws such as HIPAA, FERPA, or GLBA);
- The student will have cash handling responsibilities; or
- The student will be required to have a valid driver's license and to drive a motor vehicle as a regular part of the position or required to use a state-owned vehicle for the purpose of conducting University business.

If the position requires a background check, the job offer is considered conditional on the successful completion of the background check. More information about background checks can be found on HR's website.

New Hire Paperwork

- I-9 and SSA 1945 forms - The Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers are required to have their employees complete a Form I-9. The SSA 1945 is an electronic form in Equifax used to meet the requirements of the Social Security Protection Act of 2004.

  - On, or prior, to your first day of employment:
    - All new or rehired employees must complete the Form I-9 and SSA-1945 electronically through Equifax. Complete Section 1 of the online Form I-9 (your employer should send you a link for this step.)

- On your first day, bring with you:
  - o Acceptable unexpired document/s from the below list to complete Section 2 of the Form I-9

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		8. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 11/14/2016 N   Page 4 of 4

- W-4 and Direct Deposit information is completed in Employee Self Service (ESS) once your assignment is approved. ESS can be access by going to [Administrative Applications and Resources](), and then choosing HR System.

  - ☐ Employee much log in to [Pulse Secure](), to use [Duo; Two Factor Authentication]() when accessing AAR from off campus.
  - ☐ [Accessing Employee Self-Service Instructional Guidance]() will help navigate this process.
  - ☐ Direct Deposit is a condition of employment at CSU. Your work assignment can be suspended or terminated if this form is not completed in a timely manner.
  - ☐ Your pay will not be delayed if the W-4 is not completed. The W-4 is prepopulated with Single/0, which will have the maximum amount of taxes withheld.