

REQUIRED DOCUMENTATION FOR NEW HIRES

Before any new hire (including students) is eligible to work on campus, departments must ensure that the following forms are on file for each employee (required forms are part of the ***New Employee Packet*** under Human Resources forms) – **please note the revised name for Policy 1.75:**

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- Make a copy of the Social Security Card (*must be signed to be valid for employment purposes*)
 - I-9 Employment Eligibility Verification
 - Drug and Alcohol Notification Form
 - Child Support Disclosure Form
 - Selective Service Compliance Form (all new male employees must complete)
 - **Use of Electronic Communications and Social Media* (Policy 1.75) (Certificate of Receipt)**
 - Conflict of Interests Dual Employment Reporting Form
 - Elected Official Disclosure Form
 - Direct Deposit Form
 - Tax Forms (current year)

Policy previously called *Use of the Internet and Electronic Communications (Policy 1.75)

Hiring Students?

The hiring departmental supervisor and/or Budget Unit Director is responsible for insuring that these forms are completed and attached to each new E-1SU or E-1SG form submitted to the Office of Finance (E-1S Processing).

- ❖ No student employee is authorized to work on campus until all required documents have been provided.
- ❖ Students must be registered for the appropriate number of credit hours before a student can begin work.
- ❖ No E-1SU or E-1SG forms will be processed until all documents are on file!

For more information about form completion or to see if documents are already on file for a student employee, please contact E-1S Processing in the Office of Finance at 683-5399 or 683-5271.