

# NEW FACULTY UNIT EMPLOYEE APPOINTMENT PAPERWORK GUIDE

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## FORMS TO BE COMPLETED BY NEW FACULTY UNIT EMPLOYEES

*All forms should be completed and either submitted in person at the HSU Human Resources Office (SH 211) or mailed to Human Resources, Humboldt State University, 1 Harpst Street, Arcata, CA 95521.*

## DETAILED LIST

- [I-9 Form](#) - Please see last page of the I-9 Form for a list of acceptable documents to establish identity and employment authorization.
  - **Note for Out-of-Area Employees:** If you are unable to present documentation in person at the HSU Human Resources Office, you may go to the Human Resources office at any University in your area with your I-9 Form and supporting documents to request verification. Mail the completed I-9 Form with copies of your supporting documents to HSU Human Resources with your other sign-up paperwork.
- **Social Security Card** – required by California State Controller's Office
  - [Social Security Card Request/ Name Changes](#) – if needed
  - **Note for Out-of-Area Employees:** A copy may be mailed with your other sign-up paperwork.
- [Employee Information Form \(EIF\)](#)
- [Employee Action Request \(EAR Form\)](#)
  - [IRS W-4 worksheet](#) – informational only – does not replace EAR form
- [Confidentiality Statement for Faculty](#)
- [Direct Deposit Form](#) – optional
  - It may take 2-3 pay cycles before direct deposit begins. You will be notified once direct deposit setup is complete. Paper warrants will be available for pickup prior to direct deposit setup.
  - **Note for Out-of-Area Employees:** Contact Payroll at 707-826-3736 if you need to request that pay warrants be mailed prior to direct deposit availability. You will need to complete a request and provide a self-addressed stamped envelope for your pay warrant.
- **Background Check** – All new employees, those returning after an absence of more than 1 year, and current employees under voluntary consideration for a sensitive position are required to undergo a Background Check.
  - Background Checks are ordered by the Department from [Accurate Background](#). The new hire will receive an email from Accurate Background, and follow the embedded link

- to complete the required fields. For more information, see the [Background Check Packages](#) document, or visit the [Accurate Background Check Training Site](#).
- [LiveScan Service Request Form](#) – **Please Note:** LiveScan fingerprinting is only required for positions with regular/unsupervised direct contact with minors. For all other employees, the Background Check would be ordered through the Department’s [Accurate Background](#) Account.
    - If LiveScan is completed on HSU campus, use the form linked above, with an HSU Chartfield String, available from your department.
    - If LiveScan is completed at a non-HSU California Live Scan agency, use the form linked above, and save receipts for the cost. Your department will reimburse the expense based on submitted receipts.
    - **Note for Out-of-State Employees:** Please contact Academic Personnel Services at 707-826-5086 for required steps.

## BRIEF LIST

*This list of documents is the same as in the previous section, but does not include as much explanation.*

- [I-9 Form](#) with supporting documents establishing Identity and Employment Authorization
- [Social Security Card](#) – required by California State Controller’s Office
  - [Social Security Card Request/ Name Changes](#)
- [Employee Information Form \(EIF\)](#)
- [Employee Action Request \(EAR Form\)](#)
  - [IRS W-4 worksheet](#) - informational only – does not replace EAR form
- [Confidentiality Statement for Faculty](#)
- [Direct Deposit Form](#) – optional
- [Background Check](#) – Ordered through Department’s [Accurate Background](#) account.
  - [LiveScan Service Request Form](#) – Only for positions with regular/unsupervised direct contact with minors.

## BENEFIT INFORMATION FOR ELIGIBLE EMPLOYEES

*If new faculty unit employees will be eligible for health benefit coverage through CalPERS, they should go to the Human Resources Office (Siemens Hall Room 211). If out of the area, departments or new employees can contact Human Resources at 707-826-3626 with the new employee’s name and address. HR will mail a benefits package with enrollment information to the new employee.*

## ELIGIBILITY CRITERIA

- Lecturers and Coaches in academic year classifications appointed at a .40 time base (6 Weighted Teaching Units – WTUs) or more for at least one semester are eligible for health benefits.
- All other Faculty Unit Employees must be appointed at half-time or more for more than 6 months to qualify for health benefits.

## HELPFUL MATERIALS FOR DEPARTMENT USE

- [New Employee Checklist](#)
- [CMS / PeopleSoft Access Request Form](#) - Required for PeopleSoft & OBI access