Objective

- Participants will understand the key concepts of the intake process and how to prepare a new employee thus eliminating a postponed or incomplete intakes.
Big Picture – Hiring Process

Department works with HR/AP to select new employee
All Employees complete intake in Payroll Services
Employee begins work. Payroll routes intake forms to hiring office to finish the hire
What does the employee need to bring?

Documents to Satisfy the Federal Form I-9

And…

An Original Social Security Card
Eligibility: Employment v Pay

Federal Form I-9

Social Security Card

Eligible for Employment

Eligible for Pay

Faculty Intake Process

New

• Department works with AP to hire employee
• Department sends employee to payroll services for intake
• Payroll sends documents to AP
• AP completes hire in PeopleSoft

Current or Former

• Department works with AP to hire employee
• No action in Payroll for employee (if I-9 requirements still met)
Staff Intake Process

New
- Department works with HR on recruitment
- HR sends appointment details to Payroll
- Staff goes to Payroll for intake
- Payroll sends documents to HR
- HR completes the hire in PeopleSoft

Current or Former
- Department works with HR on recruitment
- No action in Payroll for employee (if I-9 requirements still met)

Instructional Student Assistant (ISA) Intake Process

New
- Department works with AP to hire employee
- Department sends Student with completed ISA101 to Payroll for intake
- Payroll sends documents to AP
- AP hires student in PeopleSoft

Current or Former
- Department works with AP to hire employee
- No action in Payroll for employee (if I-9 requirements still met)
Student Assistant (SA) Intake Process

New
- Department completes SERF
- Department sends student with SERF to Payroll Services for intake
- Payroll hires student into Student Pay System

Current or Former
- Department hires student online in the Student Pay System
- No action in Payroll for employee (if I-9 requirements still met)

Student Employment Process Exceptions

- Sensitive positions
- Work Study positions
- Remember to only use documents from the Payroll Services website.
Scenario 1

You are hiring a Student Assistant who participates in the Work Study Program.

Complete the SERF and verbally prepare the student to go to Payroll Services.

Scenario 2

You are hiring a Student Assistant into a sensitive position. They let you know that they are an international student.

Complete the SERF and verbally prepare the student to go to Payroll Services.
Groups, Noncitizen, and Offsite Intakes

Groups
- Let us come to you for more than 6 employees

Noncitizen Employee
- Additional requirement: Glacier

Offsite Employee
- I-9 can be completed by another CSU

Contact Leslie Martino

Additional Payroll Services

- Bring Banking Information
- Temporary ID
- Payroll deducted parking
- Campus Map
- Lost Social Security Card?
Questions?

New Employee Intake

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