ABC 2016 Fall Summit

New Employee Intake

September 7 - 8, 2016

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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...

List 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

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-515 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status
   a. Foreign passport
   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 the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form

6. Passport from the Federal 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

List B: Documents that Establish Identity

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
2. ID card issued for 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. School ID card with a photograph
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 Marine Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Daycare or nursery school record

List C: Documents that Establish Employment Authorization

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. Certification of Birth Abroad issued by the Department of State (Form FS-540)
3. Certification of Birth issued by the Department of State (Form DS-100)
4. Original or certified copy of birth certificate issued by a State, county, municipal, district, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizenship ID Card (Form I-92)
7. Identification Card or Use of Resident alien in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

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

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.
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

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Additional Payroll Services

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

Leslie Martino
lmarti70@calpoly.edu
x62606