

(SERF) Student Employment Request Form

Payroll Use Only	
<input type="checkbox"/> NRA	<input type="checkbox"/> SSC Hold
I-9 Date if on file _____	

Instructions:

1) Complete: All fields are required. **Incomplete or handwritten forms will not be processed.**

If this is continuous employment, student should be hired online and a SERF is not needed

2) Submit: Students must bring the SERF to Payroll Services in person and not via campus mail.

In addition, bring bank routing and account numbers to enroll in direct deposit to have your paycheck deposited into your bank account.

3) New State Employees: BEFORE you begin work you MUST complete an I-9 form in Payroll Services. Bring documents to satisfy I-9 requirements (go to <http://afd.calpoly.edu/payroll/forms/i9acceptabledocumentseff.pdf> to view list of acceptable documents) to Payroll Services. Separate from I-9 requirements, you are required to show your original Social Security Card to receive payment.

POSITION INFORMATION - ENTER DATA ELECTRONICALLY

Is this position designated as sensitive per CSU background check policy ([Sensitive Position Checklist](#))?

If Yes - Student **MAY NOT** begin working or complete Payroll intake until background check is passed.

No

Yes - Background Check Clearance Date _____

Is this a Federal Work Study position? No YES - A copy of federal work study award notice must accompany this form

Is this position designated as a Mandated Reporter per CSU Executive Order 1083 ([Mandated Reporter Definitions](#))?

If Yes, student **MAY NOT** begin working or complete Payroll intake until appropriate acknowledgment has been signed.

No

Yes - Limited Reporter

Yes - General Reporter

If Yes, Check that you have confirmed with student that form was signed. Cannot start work until completed.

PeopleSoft Empl ID _____

Name (Last, First) _____

Position Number _____

Student Pay Rate (range=\$11.00-\$18.63) _____

Supervisor (Last,First name) _____

Employing Department _____

AUTHORIZING SIGNATURES

Authorized Dept Signature _____ Payroll Signature _____

STUDENT INFORMATION

You may designate someone 18 years of age or older to receive any unpaid salary owed to you should you become deceased while employed by the State of California at Cal Poly. Please provide their contact information below.

Name (Last, First, Middle) _____ Relationship _____

Address _____ Phone Number _____

Oath of Allegiance/Declaration of Permission to Work

Citizens: Read Part 1, Sign and Date

OR

Noncitizens: Complete Part 2, Sign and Date

Part 1 - Oath of Allegiance (To be completed by U.S. citizens only. Read the following and sign below) I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Part 2 - Declaration of Permission to Work (To be completed by noncitizens only. Answer the following and sign below)

I am a lawful permanent resident alien of the U.S.

YES

NO

If **NO**, I hereby certify, that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power.

Student Signature _____ Date _____

CAL POLY
SAN LUIS OBISPO