

Getting Hired on Campus



Associated Students, Inc. (ASI)

Get hired - you can find a job through MustangJobs on your portal, www.asi.calpoly.edu/jobs or word of mouth

No later than the 1st day of work for pay:
Complete Federal Form I-9 and sign new hire paperwork (Bldg 65, Room 212)

Attend ASI Global Orientation

Start working

Log your hours by clocking in at an ASI timeclock

Pick up paycheck bi-weekly at the ASI Business Office, or sign up for direct deposit

Cal Poly Corporation (CPC)

Get hired - you can find a job through MustangJobs on your portal, calpolydining.com/jobs, the Cal Poly University Store or word of mouth

Get completed Payroll Information Form (PIF) from hiring department

No later than the 1st day of work for pay:
Complete Federal Form I-9 and other forms in CPC Office (Bldg 15)

Start working

Log your hours through Kronos

Pick up paycheck bi-weekly at CPC (Bldg 15)

State of California (State)

Get hired - you can find a job through MustangJobs on your portal or word of mouth

Get completed Student Employment Request Form (SERF) or ISA101 from hiring department

No later than the 1st day of work for pay:
Complete Federal Form I-9 and other forms in State Payroll Office (Bldg 1, Rm 107)

Start working

Log your hours through Student Assistant Timesheet or ISA Timesheet

Pick up paycheck monthly at Student Accounts (Bldg 1, Rm 211)

Things to remember

1 Each hiring entity has their own hiring process

2 A separate I-9 must be done for each entity you work for

3 State Payroll requires an original Social Security Card to pay you

4 Entities can't share your information with each other

5 You are not legal to work until you complete the I-9

6 Original documents are required - no photocopies

Resources:

State Payroll - (805)756-2605 - <https://afd.calpoly.edu/payroll/>

CPC HR - (805)756-1121 - <http://www.calpolycorporation.org/procedures/newhireinstructions.asp>

ASI - (805) 756-5800 - <http://www.asi.calpoly.edu>