

CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION

STUDENT/PART-TIME/TEMPORARY EMPLOYEE INFORMATION SHEET

PLEASE CHECK ALL THAT APPLY:

| | | | |
|-----------------------------------|--|---|---|
| <input type="checkbox"/> NEW HIRE | <input type="checkbox"/> PART-TIME | <input type="checkbox"/> STUDENT at Fresno State | <input type="checkbox"/> CHANGE |
| <input type="checkbox"/> RE-HIRE | <input type="checkbox"/> Fresno State Faculty | _____ #of units enrolled for: | <input type="checkbox"/> Address |
| | <input type="checkbox"/> Fresno State Staff | <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer | <input type="checkbox"/> Emergency Info |
| | <input type="checkbox"/> Non-Fresno State Employee | | <input type="checkbox"/> Pay Increase (complete below) |

TO BE COMPLETED BY EMPLOYEE

| | | | |
|--|---------------------------------|---|---|
| Name: _____ | | Social Security Number: _____ / _____ / _____ | |
| Local Address: _____ No. Street City State Zip Code | | Home Phone Number: () _____ | |
| Permanent Address: _____ No. Street City State Zip Code | | Work Phone Number: () _____ | |
| CSU Fresno Email Address: _____ | | | |
| <input type="checkbox"/> Married | <input type="checkbox"/> Male | Date of Birth: _____ | Check Route: Foundation <input type="checkbox"/> Bookstore <input type="checkbox"/> |
| <input type="checkbox"/> Single | <input type="checkbox"/> Female | | U.S. Mail <input type="checkbox"/> |
| Have you worked or are you currently working for the Foundation, Ag Foundation, or Fresno State Programs for Children? | | | |
| <input type="checkbox"/> Yes | If Yes, Last Day Worked: _____ | | |
| <input type="checkbox"/> No | Location: _____ | | |

EMERGENCY CONTACT INFORMATION (Employee must update each semester)

| | | |
|--|---------------|---------------|
| In case of emergency, notify: | Relationship: | Phone Number: |
| Name: _____ | _____ | () _____ |
| Address: _____ No. Street City State Zip Code | | |

ACKNOWLEDGEMENTS

| | |
|---|---|
| I have completed the attached forms: (please check) <input type="checkbox"/> I-9 (Form and Instructions attached) <input type="checkbox"/> W-4 & DE 4 forms <input type="checkbox"/> Application for Employment <input type="checkbox"/> Nature of Employment Acknowledgement Dated: _____ | I have received the following: 1. Sexual harassment information and brochure 2. Workers' Compensation brochure 3. State Disability Insurance brochure 4. Nature of Employment Policy _____ Employee Signature |
|---|---|

TO BE COMPLETED BY SUPERVISOR

| | | |
|--|---|--|
| Cost Center: _____ | Date of Hire or Re-hire: _____ | Work Location and Mail Stop: _____ |
| Hourly rate of Pay: \$ _____ | Position Title and brief description of duties: _____ | Confidential Data Access? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Is driving a requirement for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nepotism: "Related employees are not permitted to work in job positions in which a conflict of interest could arise or in a direct supervisory relationship." To my knowledge, this hire will not violate the Foundation Nepotism policy. <input type="checkbox"/> Yes <input type="checkbox"/> No http://www.auxiliary.com/Foundation/documents/FoundationNepotismPolicy.doc | | |

PAY INCREASE

| | | |
|----------------------------|------------------------|-----------------------|
| Reason for increase: _____ | | |
| Current Hourly Rate: _____ | New Hourly Rate: _____ | Effective Date: _____ |

AUTHORIZATION REQUIRED

| | |
|-------------------------------|------|
| Signature of Employee | Date |
| Signature of Supervisor | Date |
| Signature of Project Director | Date |
| Signature of Grant Accountant | Date |

OFFICE USE ONLY

| | | | | |
|----------|----------------------------|------------|--------------------------|------------|
| HR Setup | Entered by (Initial) _____ | Date _____ | PR Input (Initial) _____ | Date _____ |
|----------|----------------------------|------------|--------------------------|------------|

