

COLLEGE OF SOUTHERN IDAHO
WORK-STUDY PAYROLL NEW HIRE NOTICE

newhire.doc 01/04/08 Rev 07/28/09

Last _____ First _____ Middle _____

FULL LEGAL NAME as Shown on Social Security Card – Social Security card MUST be provided

Address _____ City _____

State _____ Zip _____ Home Phone _____

Social Security # _____ Date of Birth _____ Sex (M/F) _____

Are you a CSI Student Currently enrolled in 6 or more credits? YES _____ NO _____

The following data is for statistical analysis with respect to the success of our affirmative action program.
SUBMISSION OF THIS INFORMATION IS VOLUNTARY. Please check only one:

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Two or more races |
| <input type="checkbox"/> Hispanics of any race | |

If you have a disability for which you now require an accommodation, please see your supervisor or contact the Human Resource Office.

I understand that if my timesheet is not completed, signed and turned into my supervisor by the due date it could be returned to my supervisor for correction/completion which could result in the delay of my paycheck being processed until the following month.

Employee Signature

Date

TO BE COMPLETED BY HUMAN RESOURCE

Position/Job Title WORK-STUDY Average Hours of work per week _____

Start Date _____ Hourly Rate of Pay \$ _____

Dept _____ Dept. STATE 87-8705 Account _____
Name: _____ Number: FEDERAL 85-8560 Number: 5501

- | | |
|---|---|
| <input checked="" type="checkbox"/> Worker's Compensation | All employees |
| <input checked="" type="checkbox"/> FICA/Medicare | All employees EXCEPT CSI students w/6 or more credits |

NOTE: The employment relationship with the College of Southern Idaho is based on the mutual consent of the employee and the employer. The relationship can be terminated at will any time.

Human Resource Signature

Date