



New Faculty Paperwork Checklist

Faculty Name: _____
 Department: _____

Classification: _____

Items for Department to review or complete with new hire

- Review salary
- Submit Facilities request for access/key(s)
- Review any required department training or processes

Documents for Department to send to College and forward to University Personnel

- Candidate's CV and cover letter*
- CSUMB Authorization and Release Form*
- Request to Recruit Form (including reference checks)*
- Employment Disclosure form*
- Candidate Recommendation form signed by Dean*
- Appointment letter signed by Dean*

Documents and subjects University Personnel will review with candidate

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| <ul style="list-style-type: none"> <input type="checkbox"/> Personal Data Form* <input type="checkbox"/> Information Form* <input type="checkbox"/> Employment Eligibility Verification (Form I-9)* <input type="checkbox"/> Employee Action Request* <input type="checkbox"/> Confidentiality/FERPA Form* <input type="checkbox"/> Policy Acknowledgement Checklist* <input type="checkbox"/> Mandatory employee training* <input type="checkbox"/> CalPERS Members Reciprocal Self-Certification Form
(for employees eligible for CalPERS membership) <input type="checkbox"/> Direct Deposit Enrollment Authorization (<i>recommended</i>) <input type="checkbox"/> Voluntary Self-Identification Form <input type="checkbox"/> Veteran Self-Identification Form <input type="checkbox"/> Voluntary Self-Identification of Disability <input type="checkbox"/> Pre-designation of Personal Physician <input type="checkbox"/> Otter alert (<i>recommended</i>) <input type="checkbox"/> Parking information <input type="checkbox"/> ID Card information <input type="checkbox"/> Payroll calendar | <ul style="list-style-type: none"> <input type="checkbox"/> New Health Insurance Coverage Options (all new hires) <input type="checkbox"/> Form (SSA-1945) – Statement concerning employment in a job not covered by Social Security applies to: <ul style="list-style-type: none"> • Public Safety employees who participate in the CalPERS public safety retirement plan and do not pay Social Security taxes; • Student employees who are exempt from paying social security taxes, including those who do not contribute to a retirement system; • Employees who are exempt from paying social security taxes due to non-resident alien tax status; or • Part-time, seasonal and temporary employees who participate in a defined contribution plan in lieu of Social Security (DPA PST Retirement Plan and the UCDC plan) authorized by the Omnibus Budget and Reconciliation Act (OBRA). |
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* Required