

Legal Last Name:		Legal First Name:		M.I.:	SS #:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address for W2:						Birth Date:	
City:			State:	Zip:	Cell Phone Number:		Land Line Phone Number:
Are you currently working on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? <input type="checkbox"/> State <input type="checkbox"/> Cal Poly Corporation <input type="checkbox"/> ASI (Check all that apply)							

Action: <input type="checkbox"/> New Hire ___/___/___ <input type="checkbox"/> Termination Last Day Worked: ___/___/___ Reason: _____ <input type="checkbox"/> Status Change (check all that apply) <input type="checkbox"/> Primary Assignment <input type="checkbox"/> Add Org Key/Account(s) <input type="checkbox"/> Rate (no retroactive changes allowed) <input type="checkbox"/> End Date <input type="checkbox"/> Other _____ <input type="checkbox"/> Mail Check: _____ (to above address only)	Position Title: <input type="checkbox"/> Student Assistant * (Cal Poly Students <u>only</u>) <input type="checkbox"/> Undergraduate (minimum 6 units) <input type="checkbox"/> Graduate (minimum 4 units) <input type="checkbox"/> Intermittent ** (999 hrs. fiscal yr. maximum) <input type="checkbox"/> Add Comp *** (add'l 25% time maximum) <input type="checkbox"/> CPSU Staff <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/> CPSU Faculty <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt (FERP Retirees ineligible for employment) <input type="checkbox"/> Provisional _____ Title _____ <input type="checkbox"/> Temporary _____ Title _____ <input type="checkbox"/> Regular _____ Title _____	Complete the following if applicable CPSU Position _____ FTE _____ Annual Rate \$ _____ AY _____ CY _____ Other _____ Must notify Cal Poly Corporation HR/SP if employee is in a CPSU position or the FTE or rate changes for this position. FOR OFFICIAL USE ONLY (To calculate hourly rate) 10 Month Faculty Employee: Annual Rate / 1360 hrs = \$ _____ / hr (A/Y) 12 Month Faculty Employee: Annual Rate / 1720 hrs = \$ _____ / hr (C/Y) 12 Month Staff Employee: Annual Rate / 2080 hrs = \$ _____ / hr (C/Y) I-9s must be completed by new employees on their first day of work. New Hire paperwork is due within 3 days of hire. Call HR @ 756-1121 if you have any questions.
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Comments:

* **Students may not work more than 35 hours per week during any quarter in which they are enrolled. Pay rates must be hourly.**
 ** **Intermittent employees may not work more than 999 hours during any fiscal year (7/1 – 6/ 30) and are hired on an “as needed” basis only. Pay rates must be hourly.**
 *** **Cal Poly CSU employees are limited to 125% time. Faculty employees will not be paid beyond an average of 25% effort during an academic year, excluding quarter breaks. Full-time CSU staff employees can work up to 10 hours/week.**

	Org Key	Account	W/C Code ♦	Effective Date	End Date (if applicable)	Pay Rate	Org Key	Account	W/C Code ♦	Effective Date	End Date (if applicable)	Pay Rate
Primary												
Other Accounts												

♦ **W/C Codes:** Admin/Clerical/Non-Manual = 1001 Agriculture/Manual Labor/Use of Machinery or Chemicals/Printing Press = 1007 Athletic Camps = 1005
 Campus Dining = 1006 Professors /Tutors/Consulting/Performers/Offsite Non-Manual Research = 1002 Retail = 1004

PLEASE NOTE: All Cal Poly Corporation employment is “at will”; either the employee or the Cal Poly Corporation can terminate employment at any time with or without cause or notice. The Cal Poly Corporation retains the right to change conditions of employment, i.e. wages, hours, position, etc. at any time at its sole discretion. CalPERS retirees are limited to 960 hours per fiscal year without retirement penalties. FERP retirees are ineligible for additional compensation.

Public Contract Code (PCC) prohibits CSU employees from being employed by the Cal Poly Corporation if the source of funds for the activity comes from CSU funds (CSU employees with CSU teaching or research responsibilities are exempt). Violation of this code may result in criminal prosecution of the employee. By approving you are confirming that there is no violation of the PCC.

STUDENTS ONLY: By signing below you certify that you are currently enrolled at Cal Poly for 6 or more units for undergraduate studies, 4 or more units for graduate studies. If you drop below the required number of units during the quarter, you must notify your supervisor and Cal Poly Corporation Human Resources.

Employee: _____ **Date:** _____

Authorized By: _____ **Telephone #:** _____ **Date:** _____
 Dept. Head/Project Director/Supervisor Signature PRINT NAME

Sponsored Programs/Conference Services/Other: _____ **Human Resources Director:** _____

New employees must attach the I-9, W-4 & Application for Student/Intermittent Application (application not required for F/T CSU employees). For the most up-to-date forms go to www.calpolycorporation.org; click on Forms & Documents; click on Human Resources; and scroll down under Human Resources – Employment. For payroll deadlines or timesheets, please click on Payroll and check the most current Payroll Calendar. Rev 6/10