

SAMPLE

600

Cal Poly San Luis Obispo Student Employment Request Form

Payroll Use Only:

Please note that required fields are indicated with asterisk. Example: Name*. Highlighted fields must be completed in Excel. Incomplete forms will not be processed.
Do not submit the SERF via campus mail. Students must bring the SERF to Payroll in person to complete the I9 and hiring documentation

Student to fill out:

People Soft Employee ID*: Obtained from personal info tab on mycalpoly portal.
Name*: (Last, First, Middle) BePaid, Want, T. (fictional student)
Employing Department*: Campus Dining (list your dept.)

Note to Student Employees

Your year-end W-2 form will be mailed to your permanent address listed with Mustang Info at the time of your original hire unless you request Payroll Services to send it to a different address. You must contact payroll services if your permanent or mailing address changes to assure you receive your W-2. Also, your withholding status will default to "Single with 0 Exemptions" if you are a new employee. If you wish to change either of these you may do it on-line at www.afd.calpoly.edu/payroll/Addwithchange.htm or at Payroll Services, Room 107 in the Administration Building.

New State Employees

Before you begin work you must complete an I-9 form. Go to www.afd.calpoly.edu/payroll/nsef.htm to view the form. Take the completed Student Employment Request Form to Payroll Services with two forms of identification (read the I-9 instructions for valid forms of identification.). You will also need to show Payroll Services your Social Security Card (separate from the I-9 process).

Designee for State Warrant(s) (You may select someone to receive any unpaid salary still owed by Cal Poly to a deceased employee. They must be 18 years of age or older.)

Name (First,Middle,Last): Wantim T. BePaid
Address: 114 Sunny Lane, CA 93488
Phone Number: XXX-XXX-XXXX Relationship: Father

Oath of Allegiance/Declaration of Permission to Work* (Complete Part I or Part II)

Part I - Oath of Allegiance

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. I hereby subscribe to this oath.

Part II - Declaration of Permission to Work

I am a lawful permanent resident non-citizen of the United States.

Yes
 No (If "No", I hereby certify that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power.)

Student Signature*: Student signs here Date*: Student enters date

For office use:

Type of Transaction: New State Employee New Position New Supervisor New Pay Rate

Position Number*: 2671.13228-804000 WC 9079 (CPC needs to know where to charge hours and WC Code; use appropriate pos. #)

Student Pay Rate*: (range=\$8.00-\$17.26): \$8.50

Academic Quarter*: SUM FALL WIN SPG (check which applies)

Supervisor *: (last name, first name) Cashmere, Alan 61176

Authorized Signature*: supervisor signs

On-line Hire Completed: Date _____

For CPC- Submit to Angela Borin
For ASI - Submit to Dawn Annoni

It is important to have on-line hire completed by CPC or HR.

Please return this original form (new employees only) to Payroll Services along with documents to complete an I9. This form is intended for STATE payroll use ONLY. Please contact 756-2605 with any questions. Last updated October 2007