

Section I: Employee Information (to be completed by employee)

Legal Last Name:	Legal First Name:	M.I.:	SS #: <small>Leave blank until HR meeting</small>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Mailing Address: (Street, Apt #)		City, State and Zip Code:		Check Distribution: <input type="checkbox"/> Mail <input type="checkbox"/> Pickup
Cal Poly Email: (or other if no Cal Poly email)			Primary Phone Number: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
Have you worked for Cal Poly Corporation previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Title:		Dates of Employment:	
If you currently hold another position on campus:	Job Title:		<input type="checkbox"/> CPSU <input type="checkbox"/> Cal Poly Corporation <input type="checkbox"/> ASI	

Section II: Employee Status (to be completed by project director)

<input type="checkbox"/> Cal Poly Student <small>Limited to 20 hours per week during academic quarters</small> <input type="checkbox"/> Undergraduate (enrolled in a minimum of 6 units) <input type="checkbox"/> Graduate (enrolled in a minimum of 4 units)	<input type="checkbox"/> Intermittent <small>Part Time, Variable Hour, Non-Cal Poly Student Limited to 25 hours per week</small> <input type="checkbox"/> CPC Benefited <input type="checkbox"/> Retiree <input type="checkbox"/> CPSU <input type="checkbox"/> CPC <small>Retirement Date: _____</small>	<input type="checkbox"/> Additional Compensation (CPSU Employee) CalPERS Member: <input type="checkbox"/> Yes <input type="checkbox"/> CPSU Staff (Full-time) <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/> CPSU Faculty (Full-time) <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/> CPSU Employee (Part-time) <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt FTE/Time base: <small>(F/T: Limited to 125%, P/T: Limited to 100% for both positions)</small>
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Job Title:	Department Name:	College/Division:
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Background Check:	Mandatory Reporter:
Students/Additional Comp Employees - Is this a position that requires a background check by law (CSU Background Check Policy)? <input type="checkbox"/> No <input type="checkbox"/> Yes - Employee CANNOT begin work or complete PIF until background check process is completed & cleared Background Check/Live Scan approval received from HR - Date _____ ALL intermittent & benefited employees MUST complete a background check prior to working.	If this position is designated as a Mandatory Reporter by policy or by law, please select the reporter type: <small>Determined by HR at time SP PIF is submitted.</small> <input type="checkbox"/> Limited Reporter <input type="checkbox"/> General Reporter

Select Personnel Action:				
<input type="checkbox"/> New Hire	<input type="checkbox"/> Department Transfer/Change	<input type="checkbox"/> Primary Assignment Org Key Change	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change in Hours or FTE (Remarks Required)
<input type="checkbox"/> Salary/Rate Change	<input type="checkbox"/> Employee Status Change	<input type="checkbox"/> Add Org Key as Secondary Assignment	<input type="checkbox"/> Promotion	<input type="checkbox"/> End Date Assignment
<input type="checkbox"/> Other (Remarks Required in box below)		<input type="checkbox"/> Personal Information Update		<input type="checkbox"/> Termination

Data Entry Details:				
Do not leave blank.	Indicate which org key should be the primary assignment by checking the box below			
Org Key (#####)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Object Code (80#####)				
W/C Code* (or PCN)				
Effective Date				
End Date**				
Rate of Pay***				

***Workers' Compensation (W/C) Codes:** 1001 = Admin/Clerical/Non-Manual 1002 = Professors /Tutors/Consulting/Performers/Offsite Non-Manual Research
 1004 = University Store/Retail 1005 = Athletic Camp Assistant 1006 = Campus Dining 1007 = Agriculture/Manual Labor/Use of Machinery or Chemicals/Printing Press
PCN = Position Code for Benefited Employees. ****End Date:** Required for Sponsored Program Org Keys. *****Rate of Pay:** Hourly or Biweekly rates only.

Section III: Compliance (to be completed by project director)**Please answer all questions.**

If employee was identified at proposal stage, training may have already been completed. Please consult with your SP analyst.

Responsible Conduct of Research (RCR)**FEDERAL REQ**

1. Will employee work on a project sponsored directly or indirectly by National Science Foundation? No Yes **If no, skip to 2**
- **If yes**, is employee an undergraduate or graduate student or postdoctoral fellow? No Yes **If both answers are yes, RCR training required.**
2. Will employee work on a project sponsored directly or indirectly by US Department of Agriculture National Institute of Food and Agriculture (USDA NIFA)? No Yes **If yes, RCR training required regardless of role.**
3. Is employee a trainee, fellow, participant, or scholar supported by an NIH training grant, career development award (individual or institutional), or research education grant in which the funding opportunity announcement requires this training? No Yes **If yes, RCR training required.**

RCR training at <https://citiprogram.org>.

- Register a new account if needed. Affiliate with California Polytechnic State University San Luis Obispo or log into an existing account.
- Click View Courses and then Add a Course near bottom of page.
- Question 3 pertains to RCR. Select employee's college.

Attach CITI course completion certificate.**Human Subjects****FEDERAL (*NONFEDERAL) REQ**

This training is required if both of the following are true:

1. Project is funded by federal or federal flow through money **AND**
2. Employee will interface with or make decisions regarding human subjects

Does employee require human subjects training? No YesHuman subjects training at <https://citiprogram.org>.

- Register a new account if needed. Affiliate with California Polytechnic State University San Luis Obispo or log into an existing account.
- Click View Courses and then Add a Course near bottom of page.
- Question 1 pertains to human subjects.

Attach CITI completion certificate to this form.***A non-federal sponsor may stipulate in award letter training is required.****Conflict of Interest****FEDERAL REQ**

This training is required if both of the following are true:

1. Project is federally funded directly or indirectly **AND**
2. Employee will have independent responsibility for any design, conduct, or reporting of research (key personnel)

Does employee require CITI COI training and 800U? No Yes800U form at <https://research.calpoly.edu/content/conflict-interest-research>Online training at <https://citiprogram.org>

- Register a new account if needed. Affiliate with California Polytechnic State University San Luis Obispo or log into an existing account.
- Click Courses and then Add a Course.
- Question 4 pertains to Conflict of Interest.

Attach CITI conflict of interest course completion certificate.**Attach 800U****Animal Subjects****FEDERAL (*NONFEDERAL) REQ**

This training is required if both of the following are true:

1. Project is funded by federal or federal flow through money **AND**
2. Employee will interface with or make decisions regarding animal subjects

Does employee require animal subjects training? No YesAnimal subjects training at <https://citiprogram.org>.

- Register a new account if needed. Affiliate with California Polytechnic State University San Luis Obispo or log into an existing account.
- Click View Courses and then Add a Course near bottom of page.
- Question 5 pertains to animal subjects.

Attach CITI completion certificate to this form.***A non-federal sponsor may stipulate in award letter training is required.****Conflict of Interest****CSU REQ**

This training is required if both of the following are true:

1. Project is funded by a non-governmental entity **AND**
2. Employee will have independent responsibility for any design, conduct, or reporting of research (key personnel)

Does employee require CSU COI training and 700U? No Yes700U form at https://equalopportunity.calpoly.edu/content/coi_general_info

Online CSU ethics training on Cal Poly Portal:

- Click Cal Poly Learning Hub
- Type "Avoiding Conflicts of Interest" in search bar
- Select course with code CALPOLY-CURRIC-COI

Training must be renewed every two (2) years for duration of project.

Date CSU COI training completed: _____**Attach 700U****AB 203 Occupational Safety & Health: Valley Fever****STATE REQ**

This assembly bill requires employee training if work is reasonably anticipated to cause substantial dust disturbance.

- Substantial dust disturbance is defined as visible airborne dust for a total duration of one hour or more on any day.
- Dust disturbance occurs through activities such as digging, grading, driving, or by environmental conditions such as high winds.

Will employee's work cause significant dust disturbance? No Yes

If yes, training will be facilitated by CPC Human Resources.

Remarks/Action:

Section IV: Employee Attestation and Required Signatures

Employee: I hereby certify that all the information on this form is correct and complete to the best of my knowledge. I understand falsification or omission of any material information on this form may be considered cause for immediate dismissal. I authorize the investigation of all statements contained within this form by the Corporation. I recognize that employment at the Corporation is "at will," which means either the Corporation or I may terminate my employment at any time with or without cause or notice. I understand that the Corporation retains the sole discretion to modify compensation and benefits, position, duties and other terms and conditions of employment, and the right to impose discipline, including suspension, demotion, and termination at its sole discretion.

Employee Signature:	Date:
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Project Director/Authorized Signer: (required)	Print Name: (required)	Telephone #:	Date:
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For Additional Compensation employees only

Department Chair or Head/Dean (if applicable)	Print Name: (required when signed)	Telephone #:	Date:
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Sponsored Programs (required)

Analyst Signature:	Print Name: (required when signed)	Telephone #:	Date:
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Are all compliance issues addressed? 700U; 800U; online training

A CPC APPLICATION FOR EMPLOYMENT MUST BE SUBMITTED WITH PIF ON ALL STUDENT & INTERMITTENT NEW HIRE EMPLOYEES.

HUMAN RESOURCES USE ONLY:

	CPC Employee Number (#####)
<input type="checkbox"/>	CPC Employment Application
<input type="checkbox"/>	Background check/Live Scan on file, if required
<input type="checkbox"/>	Form I-9 on file
<input type="checkbox"/>	Mandated Reported Acknowledgement Form if required
<input type="checkbox"/>	Handbook Acknowledgement & General Rules Received
<input type="checkbox"/>	W-4 (Single, 0 Default) if applicable – MUST HAVE W-4 for Nonresident Aliens (International Students & Employment Auth. Cards)
<input type="checkbox"/>	Direct Deposit Form received
<input type="checkbox"/>	Intermittent Employees Only: CalPERS Forms (Exclusion Notice and Reciprocal Self-Certification Form) & IT TRAINING HANDOUT
<input type="checkbox"/>	ADDX/ADDN Employees: CalPERS Reciprocal Self-Certification Form
<input type="checkbox"/>	Check CalPERS Website for membership: Part-Time Additional Compensation and Intermittent Employees
<input type="checkbox"/>	CPC Pay/Kronos Employee Quick Reference Handout (Instructions) – Everyone but Campus Dining Employees
<input type="checkbox"/>	E-Verify Complete for Federal Grant Employees
<input type="checkbox"/>	Parent Authorization Form and Work Permit for employees under 18 years of age

Additional Data Entry, if needed:

<input type="checkbox"/>	Rehire: Term Info Tab, DS Code for employees rehired as Intermittent
<input type="checkbox"/>	CPCPAY code for those using both badge and CPCPAY timekeeping systems
<input type="checkbox"/>	I-9 Tracking Tab Entered for Social Security Receipts and Employment Authorization Cards
<input type="checkbox"/>	Update NRAL on Employee CDS Assignment Screen (PYUPECDH) for Nonresident Aliens

Obtain the most current version of this form by visiting the CPC Forms and Procedures page at <http://www.calpolycorporation.com/docs/>.