

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

Legal Last Name:	Legal First Name:	M.I.:	SS #: <small>Leave blank until HR onboard 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)			Birth Date: MM/DD/YYYY <small>Leave blank until HR onboard meeting.</small>	
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 Limited to 20 hours per week during academic quarters <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 Part Time, Variable Hour, Non-Cal Poly Student Limited to 25 hours per week <input type="checkbox"/> CPC Benefited <input type="checkbox"/> Retiree <input type="checkbox"/> CPSU <input type="checkbox"/> CPC Retirement Date: _____	<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>
--	--	--

Job Title:	Department Name:	College/Division:
------------	------------------	-------------------

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 _____ <small>ALL intermittent & benefited employees MUST complete a background check prior to working.</small>	If this position is designated as a Mandatory Reporter by policy or by law, please select the reporter type: Determined by HR at time SP PIF is submitted. <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.****Responsible Conduct of Research (RCR)**

1. Will employee work on a project sponsored directly or indirectly by National Science Foundation? No Yes

- If yes, is employee an undergraduate or graduate student or postdoctoral fellow? No Yes

If both answers are yes, RCR is training required.

2. Will employee work on a project sponsored directly or indirectly by US Department of Agriculture National Institute of Food and Agriculture? No Yes

If answer is yes, RCR training is 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 answer is yes, RCR training is required.**

RCR training to be completed 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.

For USDA NIFA and NIH, if employee was identified at the proposal stage, this training may have already been completed. Ask SP analyst to confirm.

Attach CITI course completion certificate to this form.

Human Subjects

This training is required if all three of the following are true:

1. Employee will work on project involving human subjects.
2. Employee will interface with or make decisions regarding human subjects.
3. Project is funded by federal or federal flow through money, or as required by non-federal sponsors.

Does employee require human subjects training? No Yes

Human subjects training to be completed 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.

If employee was identified as meeting these criteria at the proposal stage, this training may have already been completed. Ask SP analyst to confirm.

Attach CITI completion certificate to this form.

Conflict of Interest**California State University (CSU)**

Will employee work on a project 1) funded by a non-governmental entity and 2) will employee have responsibility for any design, conduct, or reporting of research?

- No Yes

1. If yes, employee should complete and sign a 700U form at https://equalopportunity.calpoly.edu/content/coi_general_info
2. Complete online CSU ethics training at employee's Cal Poly Portal:

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

If employee was identified as key personnel at the proposal stage, the form and training may have already been completed. Ask SP analyst to confirm.

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

Date CSU COI training completed: _____

Attach 700U

Animal Subjects

This training is required if all three of the following are true:

1. Employee will work on project involving animal subjects.
2. Employee will interface with or make decisions regarding animal subjects.
3. Project is funded by federal or federal flow through money, or as required by non-federal sponsors.

Does employee require animal subjects training? No Yes

Animal subjects training to be completed 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. Question 5 pertains to animal subjects.

If employee was identified as meeting these criteria at the proposal stage, this training may have already been completed. Ask SP analyst to confirm.

Attach CITI completion certificate to this form.

Conflict of Interest - Federal

Will employee work on a project 1) federally funded directly or indirectly AND 2) will employee have responsibility for any design, conduct, or reporting of research?

- No Yes

1. If yes, complete, and sign an 800U form at <https://research.calpoly.edu/content/conflict-interest-research>
2. Complete conflict of interest 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.

If employee was identified as key personnel at the proposal stage, the form and training may have already been completed. Ask SP analyst to confirm.

Attach CITI conflict of interest course completion certificate.

Attach 800U

AB 203 Occupational Safety & Health: Valley Fever

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 III: 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:
---------------------	-------

Project Director/Authorized Signer: (required)	Print Name: (required)	Telephone #:	Date:
--	------------------------	--------------	-------

For Additional Compensation employees only

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

Sponsored Programs (required)

Analyst Signature:	Print Name: (required when signed)	Telephone #:	Date:
--------------------	------------------------------------	--------------	-------

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:

<input type="checkbox"/>	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/>.