New hire paperwork and required identification should be submitted prior to or on the employees first day of work. In order to comply with federal and state laws, employees have 3 business days from their start date to complete all paperwork and submit required identification.

Student Employee Hiring Process Guide

Department decides to hire a student

Department initiates an ePAN

Note A: We do not need all of the approvals on the ePAN prior to the student signing in with HR because Payroll is unable to process and approve the ePAN until sign-in docs are received.

Note B: If the student is expected to make over minimum wage, a position description justifying the rate must be attached to the ePAN.

Department sends an email to hr@csusm.edu with the student's:
- Name
- Email
- Student ID
- Start Date

HR assigns an Onboarding Packet via AdobeSign and I9 via Tracker.

Students are sent an email (see page 2-3) with instructions on what to expect.

New hire paperwork and required identification should be submitted prior to or on the employees first day of work. In order to comply with federal and state laws, employees have 3 business days from their start date to complete all paperwork and submit required identification.

HR will approve and route the ePAN to Payroll once the Sign-in process has been completed.

Sign-in is considered complete when the student has:
- Completed their Onboarding Packet
- Completed Section 1 of their I9
- Presented a valid photo ID AND original SS card to HR

Please let HR know if the student is nonresidential/ international.
Good afternoon,

Congratulations on your Student Assistant position with CSU San Marcos! In order to establish your employment record with the university, you will need to complete the required new hire paperwork. This is the first step in the CSUSM onboarding process and you will be able to complete all required new employee documents electronically.

In addition, we are required to verify your work authorization by examining your identification. Attached is a list of acceptable documents from which you can choose to show. Our Payroll department also requires that you present a copy of your social security card to verify your legal name for tax purposes.

1. New Hire Paperwork – Adobe Sign
   You will receive an email from ‘Esign HR OnBoarding Service Account (adobesign@adobesign.com), and within that email will be a link for you to “Review and Sign” the required paperwork.
   You will receive an email from ‘trackeri9@calstate.edu’ and within that email will be a link that will allow you to access the Form I-9 online for you to complete

3. Once you have completed the paperwork in Adobe Sign and completed your section of the electronic I-9 form, please stop by the Office of Human Resources to present your required identification:
   - Photo Identification to satisfy the Employment Eligibility Verification/Form I-9– i.e. driver’s license, passport, campus ID, etc.
     - Note that documents must be original and unexpired, copies of identification will not be accepted
   - AND Original Social Security Card (Name verification required for State Payroll System)

Sign-In Hours
Monday – Friday
8:00am – 1:00pm
Office of Human Resources
Craven Hall, Room 1200 (1st floor)
333 S. Twin Oaks Valley Road
San Marcos, CA 92078
hr@csusm.edu
(760) 750-4418

If you would like to enroll in direct deposit, please fill out the Adobe Sign Direct Deposit Form.

If you have any questions please email hr@csusm.edu.