

## STUDENT EMPLOYEE HIRING PROCESS

Once a department hires a student assistant, the department should initiate an ePAN and send an email to [HR@csusm.edu](mailto:HR@csusm.edu) with the new employee's name, ID number and start date. Based upon your notification to us, we will get the new hire paperwork assigned in Adobe Sign and assign their I-9 in Tracker I-9, which will allow the students to complete the required new hire paperwork electronically. HR will also send an email to the student (see attachment) with instructions on what to expect and emails to look out for.

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. **Once the student has completed the online forms in Adobe Sign and Section 1 of their I-9 in the Tracker I-9 system, the student will be required to stop by the HR office to present their identification.**

The Office of Human Resources sign-in hours are, Monday – Friday, 8:00am – 1:00pm. All student employees are required to complete new hire paperwork on or before their first day of employment and must have everything turned in within 3 business days of their start date in order to comply with federal and state laws.

### 1. New Hire Paperwork – Adobe Sign

- a. Students will receive an email from 'Esign HR OnBoarding Service Account ([adobesign@adobesign.com](mailto:adobesign@adobesign.com)), and within that email will be a link for them to "Review and Sign" the required paperwork.

### 2. Federal I-9 Form – Tracker I-9

- a. Students will receive a separate email from '[trackeri9@calstate.edu](mailto:trackeri9@calstate.edu)' and within that email will be a link that will allow them to access the Federal I-9 form online where they will complete Section 1.

### 3. Once the student has completed the paperwork in Adobe Sign and completed their section of the electronic I-9 form, **please have the student stop by the Office of Human Resources to present the 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*
- Original Social Security Card (Name verification required for State Payroll System)

#### Sign-In Hours floor)

Monday – Friday  
8:00am – 1:00pm

#### Office of Human Resources

333 S. Twin Oaks Valley Road  
San Marcos, CA 92078

#### Craven Hall, Room 1200 (1<sup>st</sup>

[hr@csusm.edu](mailto:hr@csusm.edu)  
(760) 750-4418

If the student would like to enroll in direct deposit, please have them fill out the [Adobe Sign Direct Deposit Form](#).

The process looks something like:

1. Department hires a SA
2. Department initiates an ePAN for the student **AND**
3. Department notifies HR at [hr@csusm.edu](mailto:hr@csusm.edu) with the student's name, ID, start date and email
  - a. This email notification will trigger HR to send the new hire onboarding packet
  - b. 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.
4. HR will send the student the new hire onboarding packet and a Federal I9 (see attachment "CSUSM Student Assistant New Hire Paperwork – Student Name")
  - a. If the student has worked with us in the last 12 months, no new hire paperwork is needed.
  - b. All paperwork is electronic
5. Once the student has completed the online forms in Adobe Sign and Section 1 of their I-9 in the Tracker I-9 system, the student will be required to stop by the HR office to present their identification (valid photo ID **AND** original social security card).
  - a. 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's **cannot** start until they have presented their photo ID and SS card. Since we do not notify departments when their student's have brought in these documents (there are just too many to track lol), we advise departments to ask their students the following three questions:

1. Did you complete your onboarding packet
2. Did you complete the Tracker I9
3. Did you present your SS card and photo ID

If you get a yes to the above three questions, then the student is all set to work!

Please note that regardless of the identification a student brings they **MUST** provide a social security card. Without their SS card, they cannot be paid.

Regarding lead time, I would say at least two weeks. We typically asks new hires to present their identification on their first day of employment, but if they come before, then Payroll could possibly approve their ePAN even sooner.