**Student Employment Sign-In Session Schedule:**

If you have been hired by CSU Stanislaus and are a New Student Employee (never worked for CSU Stanislaus) a **full sign-in** with HR is required prior to beginning work. As a New Student Employee you are required to present original, unexpired document(s) that establish identity and your eligibility to work in the United States. You will also need to print and complete the New Hire Forms and bring them to one of the scheduled Sign-In sessions. For more information on the types of acceptable identification documents and to download the New Hire forms, please visit the New Student Employee Sign-in Page at: <https://www.csustan.edu/hr/new-student-employee-sign>

If you are a returning Student Employee (rehire) who has worked at CSU Stanislaus within the last 18 months, you must also report to HR for a **partial sign-in**. Rehired Student Employees are required to present original, unexpired document(s) that establish identity and your eligibility to work in the United States. This will also be an opportunity for you to update any information you previously provided (name change, address, tax withholding, etc.). Rehired Student Employees will need to schedule a partial sign-in by contacting Areli Ortiz at [aortiz35@csustan.edu](mailto:aortiz35@csustan.edu). Please include your student ID# when sending your email.

Please note that your original social security card is required for Payroll purposes. If you do not have your social security card you may request a new card by visiting a nearby Social Security Administration Office or by using the [New Online Social Security Replacement Card Service.](https://www.ssa.gov/ssnumber/)

*\* If the scheduled Sign-in sessions conflict with your class schedule you will need to contact Areli Ortiz at* [*aortiz35@csustan.edu*](mailto:aortiz35@csustan.edu) *to schedule an appointment for an individual sign-in. Please include your student ID# when sending your email.*

***\* Sign-In sessions will be held on the dates listed below (please arrive at least 5 minutes early):***

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| **Date:** November 6 2019 | **Time:** 12:00p.m. – 1:00p.m. &  3:00p.m. – 4:00p.m. | **Location:** MSR 333 |
| **Date:** November 7 2019 | **Time:** 12:00p.m. – 1:00p.m. | **Location:** MSR 333 |
| **Date:** November 12 2019 | **Time:** 3:00p.m. – 4:00p.m. | **Location:** MSR 333 |
| **Date:** November 13 2019 | **Time:** 12:00p.m. – 1:00p.m. &  3:00p.m. – 4:00p.m | **Location:** MSR 333 |
| **Date:** November 14 2019 | **Time:** 12:00p.m. – 1:00p.m. | **Location:** MSR 333 |
| **Date:** November 26 2019 | **Time:** 3:00p.m. – 4:00p.m. | **Location:** MSR 333 |
| **Date:** November 27 2019 | **Time:** 12:00p.m. – 1:00p.m. &  3:00p.m. – 4:00p.m. | **Location:** MSR 333 |
| **Date:** December 4, 2019 | **Time:** 12:00p.m. – 1:00p.m. &  3:00p.m. – 4:00p.m. | **Location:** MSR 333 |
| **Date:** December 5, 2019 | **Time:** 12:00p.m. – 1:00p.m. | **Location:** MSR 333 |
| **Date:** December 10, 2019 | **Time:** 3:00p.m. – 4:00p.m. | **Location:** MSR 333 |
| **Date:** December , 2019 | **Time:** 12:00p.m. – 1:00p.m. &  3:00p.m. – 4:00p.m. | **Location:** MSR 333 |
| **Date:** December , 2019 | **Time:** 12:00p.m. – 1:00p.m. | **Location:** MSR 333 |

**Changes to this schedule may occur up to one day prior to the scheduled session.**

**Please check this page again on the day you plan to attend.**