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**Cal Poly San Luis Obispo
Student Employment Request Form**

Payroll Use Only:

Please note that required fields are indicated with asterisk. Example: Name*. Highlighted fields must be completed in Excel. Incomplete forms will not be processed.
Do not submit the SERF via campus mail. Students must bring the SERF to Payroll in person to complete the I9 and hiring documentation

Student to fill out:

People Soft Employee ID*:

Name*: (Last, First, Middle)

Employing Department*:

Note to Student Employees

Your year-end W-2 form will be mailed to your home address listed with Student Records at the time of your original hire unless you request Payroll Services to send it to a different address. You must contact payroll services if your permanent or mailing address changes to assure you receive your W-2. Also, your withholding status will default to "Single with 0 Exemptions" if you are a new employee. If you wish to change either of these you may do it on-line at www.afd.calpoly.edu/payroll/Addwithchange.htm or at Payroll Services, Room 107 in the Administration Building.

New State Employees

Before you begin work you must complete an I-9 form. Go to www.afd.calpoly.edu/payroll/nsef.htm to view the form. Take the completed Student Employment Request Form to Payroll Services with two forms of identification (read the I-9 instructions for valid forms of identification.). You will also need to show Payroll Services your Social Security Card (separate from the I-9 process).

Designee for State Warrant(s) (You may select someone to receive any unpaid salary still owed by Cal Poly to a deceased employee. They must be 18 years of age or older.)

Name (First,Middle,Last):

Address:

Phone Number:

Relationship:

Oath of Allegiance/Declaration of Permission to Work* (Complete Part I or Part II)**Part I – Oath of Allegiance**

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. I hereby subscribe to this oath.

Part II – Declaration of Permission to Work

I am a lawful permanent resident non-citizen of the United States.

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Yes

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No

(If "No", I hereby certify that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power.)

Student Signature*:

Date*:

HIRING DEPT USE ONLY:

Type of Transaction: New State Employee ☐ New Position ☐ New Supervisor ☐ New Pay Rate ☐

Position Number*:

Student Pay Rate*: (range=\$8.00-\$17.26):

Supervisor *: (last name, first name)

Authorized Dept Signature*:

On-line Hire Completed:

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Date _____

PAYROLL DEPT USE ONLY:

Payroll Office Authorized Signature:

Please return this original form (new employees only) to Payroll Services along with documents to complete an I9. This form is intended for STATE payroll use ONLY. Please contact 756-2605 with any questions. Last updated 3/12/09