

INSTRUCTIONS FOR HIRING A NEW FOUNDATION EMPLOYEE

All new or re-hired Foundation non-benefited employees are required to attend a brief orientation at the Research Foundation Administration Office. In order for the orientation to occur you will need to complete three forms with the employee. The employee will then bring these with them to the orientation.

1. [The Personnel Action Form \(PAF\)](#) including the Conditions of Employment
(If needed) [Second Page PAF \(Multiple projects assignments\)](#)

The PAF is completed by the Supervisor, and signed by employee & supervisor.

2. [The Administrative Data Form](#) – completed by employee
3. [The Application for Foundation Employment](#) – completed by employee

In addition: If the employee will be driving during the course of their employment, the [Vehicle Use Certification](#) (co-signed by the supervisor) and [DMV Release of Driver Information](#) Forms will need to be completed by the employee and submitted to Foundation Administration. Employees in certain positions working with youth, the elderly, handicapped or the mentally impaired may also require fingerprinting. Please see the Live Scan Policy at our website.

All forms and policies mentioned are at www.csuchico.edu/rfdn/forms. The forms can be completed on-line and printed or printed and completed by hand. Simply complete the forms, sign them, and send with the employee to the Foundation Administration Office at 25 Main St., STE. 203, Chico. Orientations are scheduled by appointment only by calling 530-898-6811. See bullets below for additional orientation instructions and required documents.

Please have the employee call PRIOR to the orientation in order to obtain an orientation appointment. Walk-ins without an appointment may not be able to be accommodated and may have to be scheduled for a later time. If you have employees who work and live out of the area, please contact the HR office for special arrangements.

New employees should plan on spending approximately 15-20 minutes completing their paperwork and receiving their orientation to Foundation policies and timesheets. Non-Resident Alien employee orientation will require a separate appointment that will take 30-45 minutes to complete.

- New employees will be required to bring original proof of their eligibility to work in the United States (I-9 completion documentation—a [list of acceptable documents](#) is found at our website) **as well as their social security card for W-4 verification purposes.**
- Non-Resident Alien student employees will require an appointment for the completion of their paperwork and will need to bring their Passport, VISA, I-94, I-20 or DS 2019 and social security card along with them to their appointment. A social security card is required before an individual can begin work. To obtain assistance in obtaining a social security card, contact Jeanny at x6811.
- Contact the Foundation HR Office for recruitment and hiring processes for a benefited Foundation employee.

Please contact The Foundation Human Resources Office at x6811 if you have any questions regarding the use of the new forms or the procedures outlined above.