

# NEW HIRE SIGN-UP

Full-time & Part-time Faculty (not including Tenured Track Faculty)  
ISA, TA's & GA's

## Faculty Intake Meetings

Monday, April 3<sup>rd</sup>, 2017 @2:00pm  
Tuesday, April 4<sup>h</sup>, 2017 @2:00pm  
Monday, April 10<sup>th</sup>, 2017 @2:00pm  
Tuesday, April 11<sup>th</sup>, 2017 @2:00pm  
Monday, April 17<sup>th</sup>, 2017 @2:00pm  
Tuesday, April 18<sup>th</sup>, 2017 @2:00pm  
Monday, April 24<sup>th</sup>, 2017 @2:00pm  
Tuesday, April 25<sup>th</sup>, 2017 @2:00pm



## ISA, TA's & GA's Intake Meetings

Thursday, April 6<sup>th</sup>, 2017 @2:00pm  
Friday, April 7<sup>th</sup>, 2017 @10:00am  
Wednesday, April 12<sup>th</sup>, 2017 @2:00pm  
Thursday, April 13<sup>th</sup>, 2017 @2:00pm  
Thursday, April 20<sup>th</sup>, 2017 @2:00pm  
Friday, April 21<sup>th</sup>, 2017 @10:00am  
Thursday, April 27<sup>th</sup>, 2017 @2:00pm  
Friday, April 28<sup>th</sup>, 2017 @10:00am

**\*\*YOU MUST CONTACT OUR OFFICE TO CONFIRM ATTENDANCE\*\***

**\*Allot approximately 1 hour to complete paperwork\***



## WHERE: Human Resources (Sierra Hall Room 110)

As a first-time appointment, it is essential that you attend this meeting in order to be properly signed-up and added to payroll. If for compelling reasons you are unable to attend, please contact Human Resources at (909-537-5138) as soon as possible for further instructions. Any delay in doing so could affect your appointment and/or delay your pay warrant. Under the law, you need to establish your employment eligibility within 72 hours following the start of your employment.

**Please be sure to come prepared and provide the following:**

### For Citizens of the United States:

- Unlaminated Social Security Card
- Current United States Passport or a driver's license
- **Names on these documents must match**

### Non-United States Citizens

- Proof of permanent residence (i.e, "green" card or an appropriate working visa)
- Unlaminated Social Security Card
- Picture ID
- **Names on these documents must match**

**Non U.S. Citizens need to also complete the steps below PRIOR to coming to Human Resources:**

**\*\*\*Permanent Residents DO NOT need to complete the steps below\*\*\***

- Please contact Ms. Elanor Perry from International Studies & Programs Department at (909) 537-5193 to validate employment eligibility and obtain the NRA form **prior to coming to Human Resources**. The International Studies & Programs is located in CE-347.
- **Available by appointment only:** Contact Maggie Mutadzakupa (909-537-7575) from Reporting and Tax Unit to complete the Employee Action Request form (EAR) **prior to coming to Human Resources**. The Reporting and Tax Unit is located in CH-119.



HAPPY  
EASTER



For additional information regarding this meeting, please call:  
Human Resources at (909) 537-5138