

NEW HIRE SIGN-UP

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

Faculty Intake Meetings

Monday, June 5th, 2017 @2:00pm
Tuesday, June 6th, 2017 @2:00pm
Monday, June 12th, 2017 @2:00pm
Tuesday, June 13th, 2017 @2:00pm
Monday, June 19th, 2017 @2:00pm
Monday, June 26th, 2017 @2:00pm
Tuesday, June 27th, 2017 @2:00pm



ISA, TA's & GA's Intake Meetings

Thursday, June 1st, 2017 @2:00pm
Friday, June 2nd, 2017 @10:00am
Thursday, June 8th, 2017 @2:00pm
Friday, June 9th, 2017 @10:00am
Thursday, June 15th, 2017 @2:00pm
Friday, June 17th, 2017 @10:00am
Wednesday, June 21st, 2017 @2:00pm
Thursday, June 22nd, 2016 @10:00am
Wednesday, June 28th, 2016 @2:00pm
Thursday, June 30th, 2016 @10:00am



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

Allot approximately 1 hour to complete paperwork

WHERE: Human Resources SH-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.



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