

NEW HIRE INTAKE MEETING

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

Faculty Intake Meetings

Monday, September 11th, 2017 @2:00 p.m.
Tuesday, September 12th, 2017@2:00 p.m.
Monday, September 18th, 2017 @2:00 p.m.
Tuesday, September 19th, 2017 @2:00 p.m.
Wednesday, September 20th, 2017 @2:00 p.m..
Monday, September 25th, 2017 @2:00 p.m.
Tuesday, September 26th, 2017 @2:00 p.m.



ISA, TA's & GA's Intake Meetings

Thursday, September 7th, 2017 @2:00 p.m.
Friday, September 8th, 2017 @10:00 a.m.
Thursday, September 14th, 2017 @2:00 p.m.
Friday, September 15th, 2017 @10:00 a.m.
Thursday, September 21st, 2017 @2:00 p.m.
Friday, September 22nd, 2017 @10:00 a.m.
Thursday, September 28th, 2017 @2:00 p.m.
Friday, September 29th, 2017 @10:00 a.m.

****YOU MUST CONTACT OUR OFFICE TO ESTABLISH APPOINTMENT****

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 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