

ASSU/SSE NEW EMPLOYEE INFORMATION

SOCIAL SECURITY NUMBER

ALL employees must have a social security number **BEFORE** you do any work in your new role. If you need assistance with obtaining a card please see Heather Kirton immediately.

I-9

You must provide adequate identification when submitting this document. The complete list of acceptable documents is attached to the form and includes a combination of items. **Commonly used forms of identification include:**

PASSPORT or PASSPORT CARD

DRIVER'S LICENSE + SOCIAL SECURITY CARD

DRIVER'S LICENSE + BIRTH CERTIFICATE

SCHOOL ID + SOCIAL SECURITY CARD

SCHOOL ID + BIRTH CERTIFICATE

BRING THE REQUIRED DOCUMENTATION WITH YOU WHEN YOU TURN IN THE FORMS.

INTERNATIONAL STUDENTS

International Students must provide the following identification:

PASSPORT

FORM I-20

FORM I-94

US VISA

BRING THE REQUIRED DOCUMENTATION WITH YOU WHEN YOU TURN IN THE FORMS.

The remaining items in this packet should be completed and signed. The Sexual Harassment Guidelines and Workers Compensation Memo are provided for you to keep for your reference.