PaSS New Employee Form

Everyone must have a Non-Laminated Social Security Card to present to hiring personnel no exceptions.

Graduate Students: I must make a copy of your offer letter.
International Graduate Students: I must make a copy of your offer letter and work permit.

Please print clearly

Employee Name

CWID

Project Leader

Account Number

Federal Funded

Yes
No

Estimated hours to work per week?

Rate of Pay per Hour

E-mail address (OSU if you have one)

OSU Student?  ____Yes  ____No Have you ever been an OSU student  ____Yes  ____No

Appointment Period:  Start Date:  End Date:  Work Permit Expiration Date if Applicable

Position:

____Faculty  ____Post-Doc  ____Staff  ____MS Graduate Student  ____PhD Graduate Student

____Undergraduate  ____Summer thru Fall Semester Over 18  ____Summer/Temp Over 18

____Summer/Temp 16-18  ____Summer/Temp 14-15  ____J1  ____F1  ____H1B  ____Visiting Scholar

If you are a Visiting Scholar are you paid by OSU funds?  ____Yes  ____No

Currently employed by OSU  ____Yes  ____No  Employed by OSU in the last 6 months past?  ____Yes  ____No

If you are currently employed by OSU with what department are you employed

IMPORTANT: In order for a new employee to be put on payroll they must have a Social Security Card. Do not bring a copy of your Social Security Card. The Social Security Card must be signed. If card has been laminated it is VOID and person needs to apply for a new Social Security card, this process can take up to 2-3 weeks.

J1: The minimum length of an intern program is three weeks; the maximum length is 12 months per degree/major. No extensions beyond the 12 months are permitted. The internship program must be full-time with a minimum of 32 hours a week.

F1: See Site:  http://iss.okstate.edu/f-1-visa-holders-maintaining-f-1-status-uscis-regulations-sevis
New Employees: Must have the following in their possession before enrolling for employment. All documents must be unexpired. Expired documents will not be accepted.

Social Security Card: I must see your actual card copies are not accepted. The card must be signed. Every Paid Employee must have a Social Security Card if you do not have one you must acquire one. If you card has been laminated that voided it. You will need to apply for a new card.

List A You must have 3 of these items (International Students) (most commonly used Passport, I-94 and I-20):
1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   A. Foreign passport; and
   B. Form I-94 or Form I-94A that has the following:
      1. The same name as the passport; and

Or you must have 1 item from List B and 1 item from List C below (Students who are U.S. Citizens):

List B
For individuals 18 years of age or older:
1. Driver’s license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. School ID card with a photograph.
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For individuals under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record

List C
1. Social Security Account Number card unless the card includes one of the following restrictions:
   1) Not valid for employment
   2) Valid for work only with INS Authorization
   3) Valid or work only with DHS Authorization
   Note: A copy (such as a metal or plastic reproduction or laminated card) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State Form DS-1350
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American Tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS

OSU only has direct deposit for check to be deposited in a CHECKING ACCOUNT you MUST have a Blank Voided check OR
If you do not have checks you must have the following:
   Letter from your Bank on bank stationary stating you have a checking account, the account number, the bank routing number.
OR:
For check to be deposited in a SAVINGS ACCOUNT you must have:
   Letter from your Bank on bank stationary stating you have a savings account, the account number, the bank routing number.
 Graduate Students: I must make a copy of your offer letter.
 International Students: I must make a copy of your offer letter and work permit.