



**STIPEND – New Hire Documents**

Please use 1<sup>st</sup> day of start of work when signing all documents. Human Resources has provided the following checklist to assist you.

**Sign & return the following:**

- Stipend Application.** Submit original.
- Fingerprint & Criminal History Background Check.** At employee expense. Additional information enclosed.
- Required within a maximum of 10 working days from the date of employment.
- I-9 Form – Employment Eligibility Verification.** Date with first day of work. Verifies you are legally eligible to work in the U.S. Complete Section 1. See “List of Acceptable Documents” and provide identification from that list.
- W-4 Form.** Use your legal name (as listed on your Social Security Card) and mailing address.
- EDD Employee’s Withholding Allowance Certificate.** This form is required for state income tax withholding
- CalPERS Notice of Exclusion.** Your appointment is an on-call, intermittent, emergency, substitute, or other irregular basis which excludes you from membership until you have worked 1,000 hours this fiscal year. You will automatically be enrolled in APPLE; for more information contact Payroll at (209) 575-6538.
- Statement Concerning your Employment in a Job Not Covered by Social Security.**
- Oath of Affirmation**
- Confidential Data Sheet**
- Emergency Contact Information.**
- Payroll Direct Deposit.** (Optional) Use for direct deposit, and attach a voided check.

**For Information Only:**

On-the-Job Injury Reporting Procedure  
Affordable Care Act Notice

I have received, understand, and completed all the above documents. I understand that all documents are due in Human Resources no later than the 1<sup>st</sup> day of start of work and failure to complete fully and sign all required documents may result in a delay in pay and delay in start of work

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_