

NEW EMPLOYEE PACKET

Welcome to Clayton State University. We are pleased that you have chosen to join the Clayton State University Community. All new employees, those who have changes in employment conditions (rehires, promotions, etc.), or those who may provide a service to the University (i.e. Non-Paid Affiliates) are required to complete/recomplete a new hire packet or update required applicable documents at least 7 (seven) days prior to their official start date.

Please read, complete, sign, and print the required forms as designated below under the section “New Employee Packet Forms” and bring them to the Clayton State University Office of Human Resources at least 7 (seven) days prior to the official start date. Please click on the form you wish to access since each form has an embedded active link. Please also visit the section titled “Pertinent Information for Employees and Non-Paid Affiliates” to learn other important information. To access the .pdf version of the section required documented please click here "[New Employee Packet Forms](#)".

PART TIME FACULTY: For Part Time Faculty Employees please click here [http://www.clayton.edu/Portals/24/docs/Part%20Time%20Faculty%20Hiring%20Packet%20\(A\).pdf?ver=2018-07-24-155956-087](http://www.clayton.edu/Portals/24/docs/Part%20Time%20Faculty%20Hiring%20Packet%20(A).pdf?ver=2018-07-24-155956-087) to access the required forms that need to be completed.

EMPLOYEE AND EMPLOYMENT CATEGORIES: To learn the descriptions of the types of employees and employment categories please see the Clayton State University Employee Handbook, Section 2.0. The handbook can be accessed here: <http://www.clayton.edu/Portals/24/2018%20Employee%20Handbook%20-%20FINAL.pdf?ver=2017-12-06-145415-330>.

NEW EMPLOYEE PACKET FORMS

Form	Who Should Complete This Form	Description	Additional Required Forms/Documents/Actions
Employee Data Form	ALL Employees and Non-Paid Affiliates	Provides key employee information.	Complete and return form to HR with valid identification. (i.e. Driver's License, Clayton State University Laker ID, etc.) for visual verification.

Form	Who Should Complete This Form	Description	Additional Required Forms/Documents/Actions
Form W-4: Employee's Withholding Allowance Certificate	ALL Employees	Identifies the number of personal withholding allowances for year-end federal tax calculations. Instructions are available at https://www.irs.gov/individuals/international-taxpayers/withholding-exemptions-personal-exemptions-form-w-4 . Please consult with a tax professional for assistance with completing this form.	Complete and return form to HR.
Form G-4: State of Georgia Employee Withholding Allowance Certificate	ALL Employees	Identifies the number of personal withholding allowances for year-end state tax calculations. Learn more information at https://dor.georgia.gov/ . Please consult with a tax professional for assistance with completing this form.	Complete and return form to HR.
Form I-9 Employment Eligibility Verification	ALL Employees and Non-Paid Affiliates	Verifies the identity and employment authorization (also known as e-Verify).	This form must be completed and returned to HR along with documentation as specified on the "List of Acceptable Documentation" list and MUST be presented to HR within 3 days of hire . No copies, faxes, or electronic documents will be accepted. A Human Resources Official must verify documentation. Failure to comply will result in immediate termination and/or disqualification of employment.
E - Verify Rights and Responsibilities	ALL Employees and Non-Paid Affiliates	Outlines the Rights and Responsibilities of employees as it relates to e-Verify.	Please read and retain for your records.
Direct Deposit Authorization	ALL Employees	Authorizes your financial institution to receive and deposit your pay check.	Complete and return form to HR with a copy of a voided bank check; or a letter from your financial institution noting your account and routing number.
Selective Service Verification		Selective Service Verification (SSV) State Law requires all males between the ages of 18 and 26 to present proof of having registered with the Selective Service System or to present proof of being exempt from	Complete and return form to HR.

Form	Who Should Complete This Form	Description	Additional Required Forms/Documents/Actions
	ALL Employees	<p>registration prior to beginning State employment. ALL candidates, regardless of the gender they identify with, must complete this form. You may also check your SSV status at this website https://www.sss.gov/registration/check-a-registration/verification-form</p>	
ACA Market Plan Notification	ALL Employees and Non-Paid Affiliates	In accordance with BOR Policy ALL employees and those providing a service to the institution must receive this notification.	Please read and retain for your records.
Official Transcripts	Full Time Faculty ONLY	Required transcripts for graduate degree including 18 graduate hours in the teaching discipline. Official transcripts are required by the Southern Association of Colleges and Schools (SACS) at least one month after start date for all conferred degrees, student issued copies are not acceptable.	Notification only.
Laker Angels (Optional)	ALL Employees	<p>The Laker Angels are employees who join together to help other employees. All employees are eligible and invited to be Laker Angels. You can join the Laker Angels by sending an email to lakerangel@mail.clayton.edu asking to be on the Laker Angels email list.</p>	Please complete and return to HR.
International Students	International Students ONLY	<p>This applies to those employees who identify and meet the standards of foreign national.</p> <p>Original documents for your Passport, I-94 Departure Record, US Visa, I-20, DS2019, I-797 (Immigration Documents), and Work Authorization must be submitted to HR when you turn in your required employment documents.</p> <p>Note: If you would like further information on Non-Resident Alien & International Student Taxation please visit the Internal Revenue Service Website and review IRS Publication 515 Withholding of tax on Non-Resident Aliens and Foreign Entities.</p>	Notification Only

Form	Who Should Complete This Form	Description	Additional Required Forms/Documents/Actions
Foreign National Tax Information Form	International Employees ONLY	This applies to those employees who identify and meet the standards of foreign national.	After you consult with the Office of International Student Programs please complete and return this form to HR with applicable required documentation.
Supplemental Form W-4 Instructions for Nonresident Aliens	Non-Resident Aliens ONLY	<p>This applies to those employees who identify and meet the standards of a Non-Resident Alien.</p> <p>Nonresident aliens must follow special instructions when completing Form W-4, Employee's Withholding Allowance Certificate, for compensation paid to such individuals as employees performing dependent personal services in the United States.</p> <p>Note. Form W-4, and the other IRS forms and publications referenced in this notice, are available at www.irs.gov/formspubs or by calling 1-800-829-3676</p>	Please complete and return to HR.
Temporary Employee Acknowledgement Form	Temporary Employees ONLY	Acknowledgement of temporary employment supplemental conditions. Note: this is in addition to any conditions set forth by your hiring manager.	Please complete and return to HR.
Georgia Defined Contribution Plan Brochure	Temporary Employees ONLY	<p>This applies to temporary employees only.</p> <p>Georgia Defined Contribution Plan Brochure provides information on Georgia Defined Contribution Plan.</p> <p>Note: Georgia Defined Contribution Plan website https://www.ers.ga.gov/georgia-defined-contribution-plan</p>	Notification Only. Please read and retain for your records.
Georgia Defined Contribution Plan Acknowledgement	Temporary Employees ONLY	This applies to temporary employees only.	Please complete and return to HR.

Form	Who Should Complete This Form	Description	Additional Required Forms/Documents/Actions
		Temporary employees of Clayton State University are REQUIRED by Georgia law to participate in the Georgia Defined Contribution Plan. This form is the acknowledgement	
Georgia Defined Contribution Plan Refund Information	Temporary Employees ONLY	<p>This applies to temporary employees only.</p> <p>Georgia Defined Contribution Plan Refund Information provides information to separating employees on how to request a refund of their contributions.</p> <p>Note: Georgia Defined Contribution Plan website https://www.ers.ga.gov/georgia-defined-contribution-plan</p>	<p>Notification Only.</p> <p>Upon Separation from Clayton State University please submit Georgia Defined Contribution Plan (GDGP) refund requests directly to GDGP.</p>
Student Employee Acknowledgement Form	Student Employees ONLY	Acknowledgement of Student Employee's Temporary employment supplemental conditions. Note: this is in addition to any conditions set forth by your hiring manager.	Please complete and return to HR
Temporary Conditions of Employment	Temporary Employees ONLY	This applies to Student Employees, and Temporary Employees and/or those designated to provide a service to CSU on a temporary basis.	Please complete and return to HR.
Statement Concerning Social Security	Temporary Employees ONLY	This applies to Temporary Employees and/or those designated to provide a service to CSU on a temporary basis.	Please complete and return to HR.
Training Acknowledgement	ALL Employees and Non-Paid Affiliates	In order to educate and support all employees and those who provide a service to Clayton State University with ensuring and maintaining a safe compliant work environment all employee must complete training within 30 days of their employment. Failure to comply may result in separation from employment.	Please complete and return to HR.

Form	Who Should Complete This Form	Description	Additional Required Forms/Documents/Actions
Statement of Confidentiality	ALL Employees and Non-Paid Affiliates	As an employee of Clayton State University some information will involve access to involvement with information and records that are considered confidential. This forms allows employees to acknowledge confidentiality and understanding their role related to the same.	Please complete and return to HR.