



INSTRUCTIONS FOR NEW CLASSIFIED EMPLOYEE PAPERWORK

Human Resources & Equal Employment Opportunity

Welcome to Hartnell College! This packet includes the forms necessary to process you as a new classified employee and therefore authorize you to begin service. You may not begin service until these forms are completed and returned to the Human Resources department. Please return all required forms in one single submission. The following should provide you with helpful info

see below for explanation of abbreviations)

AKA's: Other names (if any) you have used
HT: Height
WT: Weight

POB: Place of Birth (City and State/Country)
SOC: Social Security Number
CDL No: California Driver License Number

your eligibility to work in the U.S. (Review the list on the reverse side of the form—you may use either one item from list A only, or one item from list B and one from list C).

Timesaving tip: you already must present your social security card for W-4 purposes)

CalPERS – Member Reciprocal Self-Certification Form (Form PERS-CASD-801): Complete and submit.

Physician Designation Form (Form HR-20):

This is for work related accidents or illnesses. If you DO NOT designate a doctor you must go to a listed Medical Panel provider for your first 30 days of treatment. If you DO designate a doctor, you may go to that doctor for treatment without having to wait the 30 days. Your name, social security number, signature and completion of the Emergency Information are required regardless of whether or not a doctor is designated. A

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