Dear new GA,

First, congratulations.

Second, it's time to start submitting your employment eligibility documents. It takes time to formally process them, and the semester is probably starting soon. So be as punctual as you can here.

Here are the steps:

STEP 1

- Human Resources will email you instructions for completing the I-9 process through "HireRight." And a background link will also be coming from HireRight.
- When you receive the email from HireRight please click on the link and log in with your email and proceed to create a password.
- Please proceed completing: Section 1- Employee Information and Attestation Worksheet).
- If you are an international student, we will need the foreign passport, social security card, Visa, I-20, and most recent I-94 (color copies).
- If you do not have a social security card, you will need to contact International Program Services (ips@pacific.edu) so they can assist you with the SSA. (If you have never applied for this, it may take a couple of weeks.)

STEP 2

Submit the following form to Human Resources:
- Personnel Forms (includes voluntary self-identification of race/ethnicity, veteran status, and disability). *Please leave blank the date of hire blank in the personnel form.*
- Confidentiality Signoff.
- Color copies of your identification documents*.
- Once the HireRight is completed and you submit your identification documents, a Human Resources representative will finalize your I-9.
  All documentation needs to be complete before you start working.

STEP 3

- When all paperwork is completed through HR, they will present you with a Legal Status to Work Card. Scan a copy of the Legal Status to Work Card and send it to your supervisor.

STEP 4

Submit the following forms to Payroll at (payroll@pacific.edu):
- W-4
- Direct Deposit Authorization Form *with voided check or bank statement containing your full name, account number and routing number.*
- Ca State Tax Form

STEP 5

- Your supervisor will submit your job to Human Resources via an Electronic Personnel Action Form (EPAF) to be processed in the system.
- You will not be able to see your timesheet until your EPAF has been processed, which will most likely be in August.
- To access your timesheet, you can log into InsidePacific > Administrative tab > Time Sheets.