California State University
SAN MARCOS

TA/GA CHECK LIST
Office of Human Resources

SIGN IN DOCUMENTS

- ☐ Employee Action Request (EAR)
- ☐ Federal Form I-9
- ☐ Personnel Information Sheet
- ☐ Voluntary Ethnicity Form
- ☐ Voluntary Veteran Form
- ☐ Voluntary Disability Form
- ☐ CSU Form 1945 SSA
- ☐ Confidentiality Statement
- ☐ Direct Deposit

REFERENCES

- ☐ Payday/Holiday Schedule
- ☐ Workplace Discrimination/Harassment
- ☐ HIPAA/Privacy Policy Notice
- ☐ Affordable Care Act/Covered California
- ☐ New Health Insurance Options
- ☐ Workers Compensation Brochure

EMPLOYEE NAME DEPARTMENT DATE