

**Required Forms for Initial Employment
Hourly Employees**

Please Indicate the Person's **Employee Group** on the Envelope
Deliver to: 6004 Human Resources -or- 555 S Howes, 2nd Floor

State Classified

- [SSA-1945¹](#)
- [Creative Works Policy](#)
- [Compensatory Time Agreement](#)
- [Direct Deposit](#)
- [I-9](#) with copies of verified documents
- [PERA Member Information](#) or [PERA Exclusion Form](#)
- [W-4](#)

Non-Student Hourly

- [Direct Deposit](#)
- [I-9](#) with copies of verified documents
- [W-4](#)
- [PERA Member Information](#) or [PERA Exclusion Form](#)
- [SSA-1945¹](#)

Student Hourly

Deliver to **Student Employment:**
Centennial Hall -or- Campus Delivery 1065

- [I-9](#) with copies of verified documents
- [SSA-1945¹](#)

Deliver to **Human Resources:**
555 S Howes, 2nd Floor -or- Campus Delivery 6004

- [W-4](#)
- [Direct Deposit](#)

1. Form SSA-1945

- a) Employee #: Employee Social Security Number
- b) Employer Name: Colorado State University
- c) Employer ID#: 84-6000545