Employee Identification Processing (EID):

EID Request (Required for all New Hires)

1. After completing the on-line I-9, fax to the Division of Human Resources at 651-5778 with the attached coversheet and following documents:
    - ✓ **Personal Data Form,**
    - ✓ **Provide a copy of the Social Card,**
    - ✓ **If applicable:**
        - o **a copy of the Work Permit,**
        - o **student class schedule**
        - o **and/or F-1 work authorization letter from International Student Services**

2. Submit an email to new.hr.employee@csn.edu **to request an EID for all** new hires. The body of your email **must** include the following:
    - ✓ **Full Name,**
    - ✓ **Employee Type**
    - ✓ **Hire Date (this must be the physical work date of your employee or in the case of a part-time instructor the contract date)**
    - ✓ **Department Code**

3. A confirmation e-mail will be sent to you from new.hr.employee@csn.edu

4. Create the contract in BSDPro.

5. Collect all signatures and submit original documents:
    - ✓ **Payroll Action Forms (PAF) and Terms of Employment**
    - ✓ **New hire packet documents**

Note: An EID **will not** be issued without the completed documents that are requested.

All original forms **must** accompany the new hire packet when submitted to Human Resources. If you are using a receipt from the Social Security Administration, the receipt must contain the employee name and social security number. The employee must submit, within 90 days, the original signed social security card issued by the Social Security Administration.

Please also note on the e-mail if your employee is in need of Angel or PeopleSoft access immediately.