

TO: HUMAN RESOURCES EID REQUEST **Fax:** 651-5778

FROM: _____

DATE: _____ **PHONE NUMBER:** _____

EID REQUEST FOR EMPLOYEE **LAST NAME** _____ **FIRST NAME** _____

DEPARTMENT CODE _____ **HIRE DATE** _____

EMPLOYEE TYPE _____

DATE E-MAIL SENT _____

E-MAILED BY: _____

Please remember you must send an email to new.hr.employee@csn.edu for your EID request. Please put the employee's name in the subject line and submit a request for each employee. In order for your request to be processed you must complete the on-line I-9, send in a copy of the Personal Data Form and social security card. Please note that the online I-9 cannot be completed by the employee more than 30 days in advance of the date of hire and no later than the first day of hire.

Please note: 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.

You must also send, if applicable a copy of the work permit, student class schedule and/or F-1 work authorization letter from International Student Services.

Remember to also indicate if your employee is in need of Angel or PeopleSoft access immediately.

Please contact Human Resources at 651-5800 if you have any questions.