

HUMAN RESOURCES
720 Fourth Avenue South
St. Cloud, MN 56301-4498
tel 320.308.3203
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www.stcloudstate.edu/humanresources

Congratulations and welcome to St. Cloud State University! We are very pleased that you have chosen to share your talents with our university community.

On your first day of work, a Human Resources representative will meet with you to complete the employment paperwork. Prior to your meeting, please print this notice to use as a checklist and follow the instructions.

EMPLOYMENT FORMS -

Download, complete and print the following forms to bring to your meeting with Human Resources:

- Tennessean Warning - Notice of Intent to Collect Private Data (2 pages)
- New Employee Data Record
- I-9, Employment Eligibility Verification (print page 4 and complete Section 1 only – do not sign). Bring an original, unexpired document from List A **or** a document from List B **and** C. **(This must be completed within three days of your first day of employment.)**
- W-4
- Direct Deposit (bring a voided check or deposit slip)
- Agreement to Review and Comply with SCSU Policies, Procedures, Statutes and Regulations at www.stcloudstate.edu/humanresources/newemployees/

If you have any questions, please call our office. Thank you!