

Employee Identification Processing (EID):

Human Resources is reviewing the EID processing. As changes are approved you will be notified. Currently the procedures are:

EID Request (Required for all New Hires)

1. 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 and Department Code.**
2. Fax a complete **Personal Data Form, I-9 with documents, Social Security Card** to Human Resources at 651-5778 **with the attached coversheet.**
3. An EID will be returned to you from new.hr.employee@csn.edu
4. Create the contract in BSDPro.
5. Done.

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 social security it needs to be a valid receipt that contains the employee's name and social security number and the original social security card must be obtained within 90 days and signed. If the social security card is not signed or contains the statement "not valid for work authorization" the card cannot be used for I-9 purposes you must collect another form from List C.

Other documents that must be attached:

1. Class Schedules for Student Workers
2. Work Permits for employees under the age of 18
3. F-1 employees must have a letter for work authorization from International Student Services.