

## Temporary Employee Appointment Form (TEAF) Instructions

### 1. Click on the Printer Icon

The following four pages will print:

- Temporary Employee Appointment Form (TEAF) Instructions
- ATTENTION: New SDSU Research Foundation Employees! Notice
- Conditions of Employment, and
- Temporary Employee Appointment Form (TEAF)

**Note: The TEAF must be printed out. It can not be filled out online.**

### 2. Give new SDSU Research Foundation employees the “Attention New SDSU Research Foundation Employees” Notice

Give the notice to the new employee and instruct them to sign-in with the SDSU Research Foundation Human Resources Department. The notice instructs them where to sign in and what documents to bring.

### 3. Have Employee Read and Sign the “Conditions of Employment” page

Attach the signed “Conditions of Employment” page to the Temporary Employee Appointment Form. **Note: Failure to do this will result in a delay in processing payment.**

### 4. Employee and Project Director/Supervisor complete the form and forward to SRA Administrator

Send the completed Temporary Employee Appointment Form, with the signed “Conditions of Employment” page attached, to the appropriate SR Administrator. The SR Administrator will review, approve and then forward the completed forms to the SDSU Research Foundation Human Resources Department.

### 5. Time reports will be issued upon receipt of both the completed TEAF and completed HR New Hire Sign-In paperwork.

## **ATTENTION: New SDSU Research Foundation Employees!**

Federal Law requires that all new employees must sign-in with SDSU Research Foundation Human Resources ON or BEFORE the FIRST day of work.

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### **New Employees are required to:**

1. Report to SDSU Research Foundation Human Resources on or before your first day of work.  
**NOTE: Please allot 20 minutes. Non US Citizens may require additional time.**

Gateway Center Building  
5250 Campanile Drive, 4<sup>th</sup> Floor  
Monday – Friday, 8:00 AM – 4:00 PM

2. Complete “New Hire” paperwork.

### **Please Bring the Proper Documents!**

1. For verification of W-4 information, bring in your **Social Security card**.
2. For I-9 verification, you must bring **proof of identity and employment eligibility** (refer to “Acceptable I-9 Verification Documentation” section below).
3. **Non US Citizens: please contact SDSU Research Foundation’s Human Resources Office at (619) 594-4139 prior to reporting to Human Resources for additional requirements.**

### **Acceptable I-9 Verification Documentation**

**One document from List A OR one document from List B AND one document from List C**

#### **List A**

One Document from List A is Acceptable I–9 Verification Documentation

- U.S. Passport (unexpired or expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- An unexpired foreign passport with a temporary I-551 stamp
- An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
- An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

#### **List B**

One Document from List B AND One Document from List C is Acceptable I–9 Verification Documentation

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

- ID card issued by federal, state, or local government agencies or entities, provided it contains information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

- School record or report card
- Clinic, doctor or hospital record
- Day-care or nursery school record

**List C**

One Document from List B AND One Document from List C is Acceptable I-9 Verification Documentation

- U.S. Social Security card issued by the Social Security Administration (other than a card stating that it is not valid for employment)
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American Tribal Document
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

**CONDITIONS OF EMPLOYMENT**

**Terms:** SDSU Foundation maintains a strict policy of “at will” employment with respect to both the duration and the terms and conditions of the employment relationship. This means that SDSU Foundation reserves the legal right to change the terms and conditions of the employment relationship, or to terminate that relationship, “at will”, with or without cause or prior notice. This policy of “at will” employment is not subject to change and includes but is not limited to appointment, promotion, demotion, discipline and termination. All SDSU Foundation Agency and Project employees are appointed for a projected period of no more than one year at a time, with the appointment automatically expiring not later than the end of the project year for project employees or the fiscal year for Agency employees. As a condition of obtaining or retaining employment, employees or applicants may be required to be fingerprinted, pass a physical exam and/or pass a security clearance.

**Prohibited Activity:** SDSU Foundation is committed to providing a work environment that is free of sexual harassment as well as other unlawful employment harassment based on such factors as race, sex, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, physical or mental disabilities, or veteran status. SDSU Foundation prohibits the abuse of drugs and alcohol which includes the use, transfer, possession, distribution, sale or being under the influence of alcohol or illegal drugs while on duty, while on the company’s premises or while operating a vehicle owned or leased by SDSU Foundation. In order to enforce this policy, SDSU Foundation reserves the right to test its employees for drugs and/or alcohol at its discretion. However, the policy does not prohibit the limited use of alcohol at social or business functions sponsored by SDSU Foundation where alcohol is served.

**Access:** Voice mail, computers, computer networks, electronic mail, offices, desks and lockers are provided to employees of SDSU Foundation for business purposes only. SDSU Foundation therefore reserves the right to access any and all of these business appliances with or without notice. Supervisors should be provided with all codes or keys necessary to easily access voice mail, computers and all computer files, electronic mail, desks, offices and lockers.

**Proprietary Information:** During the course of employment, employees may develop or have access to proprietary information of SDSU Foundation. Proprietary information may include such items as ideas, plans, procedures, research, software, computer programs, formulas, patterns, methods, models, techniques, processes, specifications, strategies, bids or proposals, financial information, lists of customers, inventions or discoveries, projects and drawings. All proprietary information, including that developed by an employee during the course of employment, is the sole property of SDSU Foundation. Employees shall not remove any proprietary information from SDSU Foundation’s premises without the prior written consent of SDSU Foundation’s General Manager or designee, nor may employees destroy or use proprietary information in any manner, which may directly or indirectly have an adverse effect on SDSU Foundation. In consideration of employment with SDSU Foundation employees shall not at any time during employment or for an indefinite period of time thereafter, use proprietary information of SDSU Foundation to the employee’s own advantage or disclose such proprietary information to any person, unless such disclosure is necessary for the performance of the employee’s duties while employed by SDSU Foundation.

**Payment Procedures:** SDSU Foundation Human Resources Director appoints temporary hourly employees at a level based on SDSU Foundation’s salary schedule. Upon receipt of a completed time report, paychecks are issued to be received on the tenth and twenty-fifth of each month, or the first business day thereafter. Deductions for non-student employees are as follows Federal W/H Tax, Social Security (FICA), State W/H Tax, and State Disability Insurance.

**Hours of Work:** Full-time employees normally work 40 hours each week. The lunch period is 30 minutes with morning and afternoon breaks totaling 30 minutes. Because of the nature of SDSU Foundation services, some employees must work night shifts, holidays or weekends. Occasional overtime may be required. Prior supervisory approval is mandatory before working any overtime.

**Employee Pull Notice Program (EPN):** Driving on behalf of SDSURF is prohibitive until the candidate has presented the following documentation to Human Resources: A valid California Driver’s license or equivalent to legally operate the class of vehicle(s) s/he operates, an acceptable Motor Vehicle Record and, a current automobile insurance coverage identification card.

**Fringe Benefits**

**Vacation and Holidays:** Temporary hourly employees are normally not eligible for vacation or paid holidays. However, for those who are, vacation is earned at a rate based upon years of service and depends upon hours worked. See SDSU Foundation’s website at <http://www.foundation.sdsu.edu/hrpage> for a more complete description of vacation benefits. Unused vacation and personal holiday time is paid off at the end of employment or when employment changes to an ineligible class. Holidays average fourteen and a half per year.

**Sick Leave:** Most Temporary hourly employees are not eligible for paid sick leave. However, employees who are eligible, earn sick leave at a rate based upon hours worked. Sick leave may be used after one month of continuous employment.

**Employee Assistance Programs:** SDSU Foundation’s Employee Assistance Program (EAP) is offered to all Foundation employees (except Student and Overload employees) and members of their immediate household. The EAP provides confidential assistance to those who may be experiencing personal problems with relationships, parenting, financial matters, stress, legal issues, substance abuse and other similar concerns. To obtain services, employees may contact a licensed professional counselor through Integrated Insights by calling 858-571-1698 or 1-800-342-8111.

**Retirement:** Upon completion of a waiting period, employees (other than Students), age 21 or older, are enrolled in the Foundation’s defined contribution retirement plan with TIAA-CREF. The Foundation contributes 10% of salary on a tax-sheltered basis each pay period following eligibility.

**Workers’ Compensation Insurance:** All Foundation employees are covered by workers’ compensation insurance if they are injured while working. Hospital expenses and physician services incidental to injury on the job may be paid by this insurance. If an injury occurs on the job, immediately call SDSU Foundation’s Human Resources Office at 619-594-4139.

**State Disability Insurance:** SDSU Foundation employees may be eligible for SDI benefits if they become disabled due to an injury or illness. Benefits may be payable after a seven day waiting period. To apply for benefits, a claim must be filed with the California Employment Development Department.

**Unemployment Insurance:** Employees who are unemployed through no fault of their own, able and available for work, and actively seeking employment and who have met all of the eligibility requirements of the law are eligible for Unemployment Insurance (UEI) benefits. SDSU Foundation should be listed as the employer, NOT the project, department, or the University. To apply for benefits, a claim must be filed with the California Employment Development Department.

**Parking:** Employees may obtain parking permits each semester on a cash basis. Student employees are not eligible for faculty/staff parking permits.

**I certify that I have read the above “CONDITIONS OF EMPLOYMENT” and agree to all terms and conditions herein contained.**

_____	_____	_____	_____
Date	Name (printed)	Signature	RedID #

## Temporary Employee Appointment Form

**IMPORTANT NOTICE:** The law requires all employees to provide proof of identity and employment eligibility. Please direct all new and rehired employees to visit SDSU Research Foundation Human Resources Office to complete the required authorization forms on or before the day they begin work. Driving on behalf of SDSURF is prohibitive until HR has enrolled employee into the EPN program. This appointment form is not legal and binding until signed by the designated individual in the Human Resources Office. Any work performed prior to receipt of this approval is not authorized and may not be paid.

Proposed Employee Completes	Red ID (if known)	Last Name	First Name	Middle Initial	Telephone
	Current Address: Street and Number		City	State	Zip Code
	Email Address:				
	<b>Current or existing employees: Is the current address a new mailing address?</b>			<b>If yes, indicate effective date:</b>	
	<b>Will this work be performed outside of California?</b>			<b>If yes, indicate state:</b>	
	Are you currently affiliated with SDSU or the CSU? If yes, check status. Faculty ____ Staff ____ Student ____				
	Have you been an employee of SDSU Research Foundation or CSU system in the past 18 months? If yes, please indicate where and when: _____				
	If you are enrolled at SDSU, in how many units are you currently enrolled? _____ (# of units) If yes, check status: Undergraduate ____ Graduate ____ Thesis ____				
	Are you related to any employee of SDSU or SDSU Research Foundation? _____ If yes, will you be working in the same department as this relative? _____. If yes, indicate name of employee _____				
	I certify that I have read both page 1 and 2 of this form and agree to all terms and "CONDITIONS OF EMPLOYMENT" herein contained. I understand that the Human Resources Director (or designee within the Human Resources Office) is the only person with the legal authority to establish my pay, appoint, reappoint, terminate, or in any way affect my employment status. I accept and agree that any oral or written promises by any other person are not binding upon the Foundation. I understand that in order to be eligible for the student FICA (Social Security) exemption, I must be a full-time student at SDSU and may not work more than 20 hours per week.				
<b>EMPLOYEE SIGNATURE:</b>			<b>DATE:</b>		

Project Director / Supervisor Completes	PROJECT / DEPARTMENT NAME	HOURS PER WEEK	RECOMMENDED PAY RATE				
	What is the basic function of this position? Please describe examples of typical duties and responsibilities.						
	Will this position be working with or near children, the elderly or the disabled? _____ If yes, fingerprinting is required, contact Human Resources at (619) 594-4139.						
	Does this position supervise others? _____						
	Does this position require driving more than once a week for SDSURF business? _____ If yes, you must be enrolled in the Employee Pull Notice Program. Refer to Conditions of Employment (page 1 of this form) for requirements.						
	Do you wish for this position to earn leave benefits (vacation, sick and paid holidays)? _____						
	REMARKS:						
	FTE%, if faculty	Effective Date(s)	Fund	Orgn	Acct	Prog	Distribution %
	_____	___/___/___ - ___/___/___	_____	_____	_____	_____	_____
	_____	___/___/___ - ___/___/___	_____	_____	_____	_____	_____
_____	___/___/___ - ___/___/___	_____	_____	_____	_____	_____	
_____	___/___/___ - ___/___/___	_____	_____	_____	_____	_____	
<b>X</b> PROJECT DIRECTOR'S PRINTED NAME / AUTHORIZED SIGNATURE / DATE / PHONE					<b>ENTERED</b> <b>DATE:</b> <b>PASS:</b> <b>T/R:</b>		
<b>X</b> IF FACULTY APPOINTMENT, DEAN'S PRINTED NAME / DEAN'S SIGNATURE / DATE / PHONE							
<b>X</b> IF STAFF APPOINTMENT, SDSU HUMAN RESOURCES SIGNATURE / DATE / PHONE							
<b>X</b> AND VICE PRESIDENT SIGNATURE / DATE / PHONE							

Foundation Use Only	POSITION NUMBER	/ SUFFIX	EMPLOYEE TITLE AND PAY RATE BASED ON WHAT PAY CLASSIFICATION?			
	_____	/ _____				
	(ECLS)	(SUF)				
	ADMINISTRATOR INITIALS	SALARY GRADE	WORKERS COMP CODE	HOME ORG. CODE	DISTRIBUTION ORG CODE	
	_____	_____	_____	_____	_____	
ACCOUNT ADMINISTRATOR APPROVAL / DATE						
FOUNDATION HUMAN RESOURCES APPROVAL / DATE						