

## **Notice to Employee Form**

Effective January 1, 2012, the "Notice to Employee Form" is now a required document for all non-exempt employees who are new hires, rehires, or have any change in job, pursuant to **California Labor Code Section 2810.5**

- Effective 1/1/2012
- Form must be completed no later than the first day of employment for all **non-exempt** Faculty, Staff (including Local 11 and Local 30 union employees), Resource Employees, and CWSP/Student workers who are
  - New Hires
  - Rehires
  - Transfers
  - Promotions (Competitive and Internal)
  - Reclassifications (when there is a rate increase)
  - Taking on an additional job (students)
  - **NOT** required for:
    - exempt employees
    - employees working outside of California
    - employees covered by a Collective Bargaining Agreement with the following Unions:
      - CNA
      - NUHW
  - Employees receiving a rate change only
- Several fields on the form have been pre-populated
  - Do NOT alter the pre-populated fields
  - Form available on [www.usc.edu/payroll](http://www.usc.edu/payroll) restricted website
- Complete only the fields highlighted:
  - Employee Name
  - Hire Date
  - Rate(s) of Pay
  - Overtime Rate(s) of Pay
  - Print Name of Employer Representative
    - All employees designated as valid "I-9 signers" are valid signers for this form
  - Signature of Employer Representative
  - Date provided to employee & signed by representative (should be the hire date)
  - Print name of Employee
  - Signature of Employee
  - Date Received by employee and signed by employee (should be the hire date)

**Notice to Employee Form**

- Completed and signed form must be
  - Original provided to employee **and**
  - Copy included in paperwork package to University Payroll Services
- New hire/Rehire, Transfer, or Promotion paperwork packages for non-exempt employees as listed above which do NOT include this completed form will be returned to HDC and employee will NOT be activated in the system.
- University Payroll Services will verify the rate(s) of pay listed on the Notice to the funding screen.
- University Payroll Services will document receipt of the Notice on the Empl.Doc screen.