



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

We have established a new policy for new hires and rehires entitled “Authorization to Begin Work”?

- All new employees must complete their new hire paperwork before they begin work.
- Rehired employees must confirm with Human Resources that their personnel file is up-to-date before they begin work.
- We will provide each new hire/rehire with an “Authorization to Begin Work” form. Once you receive this form, you can then schedule the employee to work.

Please remind all new hires/rehires to bring proper I-9 required ID when they report to Human Resources. This will greatly speed up the hiring process!

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!

