



HUMBOLDT STATE UNIVERSITY

March 7, 2005

TO: Vice Presidents
Deans
Directors
Department Chairs

FROM: David Bugbee, Associate Director
Human Resources & Risk Management

RE: REQUIRED NOTIFICATION FOR EMPLOYEES
NOT COVERED BY SOCIAL SECURITY

We have received information from the CSU Chancellor's Office that effective January 1, 2005 we must notify employees not covered by Social Security of two provisions that may affect future Social Security benefits.

The CSU is required to provide a copy of the form **SSA-1945 STATEMENT CONCERNING YOUR EMPLOYMENT IN A JOB NOT COVERED BY SOCIAL SECURITY** (copy attached) to the following employees:

- All student employees.
- Part-time, seasonal and temporary employees, including temporary faculty, emergency hires and intermittent hourly employees, who participate in a defined contribution plan in lieu of Social Security.
- Employees who are exempt from paying social security taxes due to non-resident status.
- Public Safety officers who participate in CalPERS but do not pay Social Security taxes.

During the staff and faculty sign-up process Human Resources office will include the SSA-1945 when appropriate for signature. However, for student assistants please include a signed SSA-1945 form along with the other sign-up forms. **As with other employment forms, an employee (student, staff or faculty) that meets the definition described above cannot begin work prior to completion of the SSA-1945.**

We have placed on our web site the technical letter from the Chancellor's Office, which provides detailed information. <http://www.calstate.edu/HRAdm/pdf2005/TL-BEN2005-05.pdf> We have also included the **SSA-1945** form in the Forms section of our web site which can be downloaded, copied and signed by the employee for sign-up process requirements <http://www.humboldt.edu/~hsuhr/docs/1945.pdf>. Please contact Jeff Dixon in our office at extension 3626 if you have questions. We appreciate your continued assistance.

cc: Administrative Support Coordinators/Assistants