NEW HIRE WITHOUT A POSITION CHECKLIST – Z TITLE CODES & LTEs

PROCEDURE DETAILS
FOR DETAILED INSTRUCTIONS, PLEASE SEE THE APPROPRIATE PROCEDURE FOUND AT:
HTTP://WWW4.UWM.EDU/HR/HRS/PRO/FORMS/INDEX.CFM

FORMS COMPLETED BY THE EMPLOYEE
☐ W-4 Form
☐ Direct Deposit
☐ Employee Self Identification
☐ Emergency Contact
☐ Selective Service
☐ If International Employee
   ○ Visa Copy
   ○ Passport Copy
   ○ Receipt of Social Security Card Application Copy – if they don’t have an SSN

FORMS COMPLETED BY THE DIVISION
☐ I-9 (submit only Classified Permanent & Classified Project Empl’s I-9’s to HR; others are kept in Unit)
☐ Hire approval documentation (may include: AIMS, Wisc.Jobs, Contract Letter for Ad Hocs, Grads, etc.)

HRS FORMS COMPLETED BY THE DIVISION
☐ Staff Hire & Job Change Form
☐ Funding Data Form
☐ Employee Approver From (for LTEs only)
☐ Additional Pay Form (for Unclassified Z Title Codes)
   ○ This form must be submitted with the new hire paperwork coming to HR.
☐ LTE Request/Report Form (for LTEs only)
☐ Classified Staff LTE Candidate Log (for LTEs only)

ACTION FOLLOWING FORM COMPLETION

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.