TRANSFER CHECKLIST

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 FOR EMPLOYEE CHANGES, SUBMITTED TO HR

☐ W-4 Form
☐ Direct Deposit
☐ Employee Self Identification
☐ Emergency Contact
☐ Selective Service
☐ If International Employee
  ○ Visa Copy
  ○ Passport Copy

FORMS COMPLETED BY THE DIVISION

☐ I-9 (submit only Classified Permanent & Classified Project [CP & CJ] Empl’s I-9’s to HR; others are kept in Unit)
☐ Hire approval documentation (may include: Letter of Offer [CP & CJ], [Contract Letter for Ad Hocs, Grads, Recruitment waiver, etc.])

HRS FORMS COMPLETED BY THE DIVISION

☐ Staff Hire & Job Change Form
☐ Funding Data Form
☐ Employee Approver From (not for X, Y, Z Unclassified Title Codes or Lump Sum Jobs)
☐ LTE Request/Report Form (for LTEs only)
☐ Classified Staff LTE Candidate Log (for LTEs only)
☐ Additional Pay Form (if applicable)

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.

AUGUST, 2013