ADDITIONAL PAY – NEW LUMP SUM PAYMENTS CHECKLIST – (NON-OVERLOADS)

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 NEW EMPLOYEE, OR AS NEEDED FOR EXISTING EMPLOYEE CHANGES

- W-4 Form
- Direct Deposit
- Employee Self Identification
- Emergency Contact
- Selective Service

FORMS COMPLETED BY THE DIVISION

- Contract for Ad Hoc [lump sum] hires
- I-9

HRS FORMS COMPLETED BY THE DIVISION

- Staff Hire & Job Change Form
- Additional Pay Form
- Funding Data Form

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.