NEW HIRE WITH A POSITION CHECKLIST – NOT Z TITLE CODES, LTE, OR SH

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

FORMS COMPLETED BY THE DIVISION

☐ I-9 (submit only Classified Permanent [CP] & Classified Project [CJ] Empl’s I-9’s to HR; others are kept in Unit)
☐ Hire approval documentation (may include: AIMS, 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 Form (not for X, Y, Z Unclassified Title Codes or Lump Sum Jobs)
☐ Additional Pay Form for Unclassified Employees
  ☐ This form must be submitted if the new hire paperwork is late coming to HR, and a payroll has been missed
  ☐ Ex: if the employee started on 06/15, their first paycheck should have been on 06/30. Paperwork submitted on 06/28 is after the payroll calc for the 06/30 payment. An Additional Pay form must be submitted for the pay owed for 06/15-06/30 and will be paid on the next possible payroll calc.

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