

Week of 4/28/25 **1** Student Clubsigner Completes '25-'26 Coach Plans Form
<https://go.uvm.edu/coachhiring>

Beginning Week of 5/05/25 **2** Coaches receive Offer Letter and Employee Information Form from Grace Peterson (AD for Club Sports & Student Orgs)

JULY 21 - 25 from 8AM-4:30PM
JULY 26 from 9AM - 12PM **3** ALL Coaches complete I9 Paperwork in-person at the UVM Davis Center (room 311)
must bring physical copies of your documentation - photos or photocopies are not accepted
see acceptable document options here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

JULY 21 - 25 from 8AM-4:30PM
JULY 26 from 9AM - 12PM **4** Coaches sign* Offer Letter and Employee Information Form in-person when completing I9
SGA Staff will have all forms printed and ready to complete
*signatures must be physically signed with a pen - typed signatures are not accepted

ALL COACH PAPERWORK MUST BE COMPLETED AND RETURNED BY AUGUST 1ST

Week of 8/4/25 Student Government Association Staff will submit all paperwork to Human Resources

BEFORE 08/25/25 **5** Coaches **must:** Setup UVM NetID, Setup DUO Multi-Factor, & Setup Direct Deposit

NETID https://account.uvm.edu/netid-setup?utm_source=accountpage-setup

DUO <https://www.uvm.edu/it/kb/article/duo-multi-factor-authentication/>

Direct Deposit
Log in to PeopleSoft through the **Human Resources** Login (<https://uvm.edu/~erp/portal/>).
Click on the Payroll and Tax tile.
Select Direct Deposit from the menu on the left.
Click on the (+) sign button.
The Add Account screen will appear.
Complete the Bank and Pay Distribution fields.
Click SAVE.