

Week of 4/28/26

Student Clubsigner Completes '26-'27 Coach Plans Form  
<https://go.uvm.edu/coachhiring>

Beginning Week of 5/18/26

Coaches receive Offer Letter and Employee Information Form from Grace Peterson (AD for Club Sports & Student Orgs)

JULY 20 - 24  
from 8AM-4:30PM

PAID Coaches complete 19 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 20 - 24  
from 8AM-4:30PM

ALL Coaches sign\* Offer Letter and Employee Information Form in-person  
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 2ND**

Week of 8/3/26 Student Government Association Staff will submit all paperwork to Human Resources

**BEFORE 08/31/26**

Coaches **must**: Complete the Background Check administered by Human Resources, Setup UVM NetID, Setup DUO Multi-Factor, & Setup Direct Deposit

NETID

[https://account.uvm.edu/netid-setup?utm\\_source=accountpage-setup](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.