

Print / Complete / Sign / Send to HRS (Waterman 228) or Scan & Send via uvm.edu/filetransfer to HRSinfo@uvm.edu

EMPLOYEE INFORMATION - To Be Completed by the Employee			
PeopleSoft ID# (7 digits)		DATE OF BIRTH	
FIRST NAME		LAST NAME, MI	
SEX	<input type="checkbox"/> Female <input type="checkbox"/> Male	SSN	
PERMANENT MAILING ADDRESS (This is where your W-2 will be mailed)		ON CAMPUS ADDRESS	
STREET		BUILDING NAME	
CITY, STATE, ZIP		DEPT. NAME, ROOM NUMBER	
I CERTIFY THAT THE INFORMATION PROVIDED IN THE EMPLOYEE INFORMATION SECTION IS TRUE AND ACCURATE.			
EMPLOYEE SIGNATURE		DATE	
UVM STUDENT STATUS			
<input type="checkbox"/> Not Enrolled <input type="checkbox"/> Undergrad Student <input type="checkbox"/> Graduate Student			
POSITION INFORMATION – To be Completed by the Department Representative			
See NON-EMPLOYEE STUDENT LEADER & INTERN GUIDELINES for additional details on these individuals.			
START DATE		END DATE	BU & DEPT #
<input type="checkbox"/> NON-EMPLOYEE VOLUNTEER – JOB CODE 1006			
Would the University otherwise have to hire an employee to perform these duties?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this an approved volunteer position (Coach, TREK, etc.)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the individual receiving a nominal stipend, which results in a payment less than state minimum wage? Typically, less than \$1000 per semester.			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> NON-EMPLOYEE STUDENT LEADER – JOB CODE 1001			
Does this position require the individual to be enrolled as an undergraduate or graduate student at UVM?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> NON-EMPLOYEE INTERN – JOB CODE 1005			
Does this position primarily benefit the intern?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the individual enrolled as a student?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an internship agreement on file?			<input type="checkbox"/> Yes <input type="checkbox"/> No
REQUIRED ATTACHMENTS:			
<input type="checkbox"/> I-9 Attached or <input type="checkbox"/> I-9 on File* <input type="checkbox"/> W-4 <input type="checkbox"/> Signed Letter/Agreement <input type="checkbox"/> Additional Pay Form will be submitted for payment *All employees that have had a “break in service” since last employed MUST complete a new I-9 form.			
Indicate working title desired for UVM directory: If no working title included the director will indicate the system title associated with the job code.			
Brief Description of Duties/Comments: (REQUIRED)			
Supervisor's Signature		Supervisor's Name (Printed)	Supervisor's Employee ID#
Department		Supervisor's e-Mail	Date Submitted