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**EMPLOYEE INFORMATION - To Be Completed by the Employee, if no active records.**

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		ON CAMPUS ADDRESS	
STREET		BUILDING NAME	
CITY, STATE, ZIP		DEPT. NAME, ROOM NUMBER	

Are you a legally able to work in the United States?  Yes  No\*  
 For foreign nationals holding F-1 status: UVM is not currently a STEM-OPT authorized employer. \*If "No" contact the Office of International Education (OIE) BEFORE any paperwork can be sent to Human Resource Services. Call OIE at 802-656-4296.

I CERTIFY THAT THE INFORMATION PROVIDED IN THE EMPLOYEE INFORMATION SECTION IS TRUE AND ACCURATE.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**UVM STUDENT STATUS**

Not Enrolled  Graduate Student (Work Study or Hourly Student Undergraduates Employees) – DO NOT USE THIS FORM

**POSITION INFORMATION – To be Completed by the Department Representative**

START DATE		END DATE		BU & DEPT. #	
<input type="checkbox"/> TEMPORARY EXEMPT EMPLOYEE - Job Code 1002 (COMPLETE 1 & 2 BELOW)					
<input type="checkbox"/> TEMPORARY EXEMPT FACULTY - Job Code 1004 (COMPLETE 1, 2, 3 BELOW)					

1. Salary Test: Is the weekly rate \$684/week or more?  Yes  No Weekly Pay Rate \$ \_\_\_\_\_ per week

Semi-Monthly Pay Rate = (Weekly Pay Rate x 52)/24 Weekly Pay Rate = (Semi-Monthly Pay Rate x 24)/52

If Salary Test is "No" indicate primary duty.  Teaching  Practicing Law  Practicing Medicine

2. Duties Test: Indicate duties test exemption: (See duties test questionnaire)  
 Executive  Administrative  Outside Sales  Computer Employee  Professional  Highly Compensated

3. Temp Exempt Faculty ONLY: This position would be classified as a faculty if hours were consistent or for the full semester and requires faculty specific access (e.g., banner etc.)  
 Yes  No

TEMPORARY COACH EMPLOYEE ONLY – Job Code 1003

Employee is coach for a club or intermural sport?  Yes  No

Comments:

**REQUIRED ATTACHMENTS:**

New I-9 or  I-9 already on File\*

Signed Offer Letter ||  eAPF 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, the director will indicate the system title associated with the job code.

PeopleAdmin Posting # (If Applicable)

Supervisor's Signature	Supervisor's Name (Printed)	Supervisor's Employee ID#
Department	Supervisor's e-Mail	Date Submitted