

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

UVM STUDENT STATUS

Not Enrolled Graduate Student **Undergraduates DO NOT USE THIS FORM** – Hired via Student Employment Office

EMPLOYEE INFORMATION

If current/previous 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

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. (If UVM department administrator is completing, verify employee information with the employee.)

EMPLOYEE SIGNATURE

DATE

POSITION INFORMATION – To be Completed by the Department Representative

- Temp Hourly Employee: Job Code 0996 Temp Hourly Employee – Intern/Apprentice : Job Code 0996
 Temp Service/Maintenance: Job Code 1011 Temp Grad Employee: Job Code 1012
 Per Diem Faculty: Job Code 1013 Intermittent Hourly Temp Employee: Job Code 1014

Business Unit	Dept. Code (5 digits)	Record #	Start Date	Expected End Date	Pay Rate	Combo Code (9 digits)

REQUIRED ATTACHMENTS:

I-9 or I-9 on File* Signed Offer Letter Attached

*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: **Required for Intern/Apprentice**
If no working title included, the directory will indicate the system title.

PeopleAdmin Posting # (If Applicable)

Comments:

Supervisor’s Signature	Supervisor’s Employee ID#	Supervisor’s e-Mail
Department	Supervisor’s Phone #	Date Submitted

Departmental Use Only (optional) — HRS and Payroll use the **Combo Code** noted above and do not cross-reference it with any chartstring.

† Chartstring: Acct _____ Op Unit __ Dept _____ Fund ____ Source _____ Function ____ Project _____ Prog _____ Purp _____ Prop _____