

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

**UVM STUDENT STATUS**

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

**EMPLOYEE INFORMATION - To Be Completed by the Employee**

If current/previous employee <b>PeopleSoft ID#</b> (7 digits)		<b>DATE OF BIRTH</b>	
<b>FIRST NAME</b>		<b>LAST NAME, MI</b>	
<b>SEX</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male	<b>SSN</b>	
<b>PERMANENT MAILING ADDRESS</b> (This is where your W-2 will be mailed)		<b>ON CAMPUS ADDRESS</b>	
<b>STREET</b>		<b>BUILDING NAME</b>	
<b>CITY, STATE, ZIP</b>		<b>DEPT. NAME, ROOM NUMBER</b>	
<b>ARE YOU A CITIZEN, PERMANENT RESIDENT, OR REFUGEE?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No*	

\*If “No,” you must register with the Office of International Education (OIE) BEFORE any paperwork is to Human Resource Services. Call OIE at 802-656-4296.

<b>VISA TYPE</b>		<b>DATE ENTERED USA</b>		<b>VISA EXP. DATE</b>	
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I CERTIFY THAT THE INFORMATION PROVIDED IN THE EMPLOYEE INFORMATION SECTION IS TRUE AND ACCURATE.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE** \_\_\_\_\_  
**DATE**

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

Select One Job Code: See [Temp Employee Job Codes and Summaries](#) for details on types of temporary employees.

Temp Hourly Employee: Job Code 0996  Temp Grad Employee: Job Code 1012  
 Temp Service/Maintenance Employee : Job Code 1011

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

**REQUIRED ATTACHMENTS:**

I-9 Attached or  I-9 on File \*

W-4 Attached  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:**  
 If no working title included the director will indicate the system title associated with the job code.

**PeopleAdmin Posting # (If Applicable)**

<b>Supervisor’s Signature</b>	<b>Supervisor’s Employee ID#</b>	<b>Supervisor’s e-Mail</b>
<b>Department</b>	<b>Supervisor’s Phone #</b>	<b>Date Submitted</b>

**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 \_\_\_\_\_