

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

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. #	
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TEMPORARY EXEMPT EMPLOYEE - Job Code 1002 (COMPLETE 1 & 2 BELOW)

1. Salary Test: Is the weekly rate \$684/week or more?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Teaching <input type="checkbox"/> Practicing Law <input type="checkbox"/> Practicing Medicine				

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

TEMPORARY COACH EMPLOYEE ONLY – Job Code 1003

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

TEMPORARY STUDENT LEADER/INTERNS ONLY – Job Code 1001

Does this employee meet the DOL requirements for an unpaid intern? Yes No

Does this position require the individual to be a UVM student? 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