

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

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 _____