

NEW EMPLOYEE ESSENTIAL DOCUMENTS CHECKLIST AND DOCUMENTS RECEIPT ACKNOWLEDGMENT

The following essential documents are being submitted to Human Resources for:

Employee Name: _____ Hiring Department: _____

Employee Type: Executive Service University Work Force Faculty OPS Adjunct

Position Number: _____

- ____ Personnel Action Form
- ____ Additional Employee Processing Form
- ____ Loyalty Oath Form (must be signed in the presence of a Notary Public)
- ____ New Employee Essential Documents Checklist and Documents Receipt Acknowledgment Form
- ____ Form I-9, Employment Eligibility Verification (with copy of verification documents)
- ____ W-4
- ____ Copy of the employee's signed Social Security Card

All of the above documents must be completed and submitted to Human Resources, Building 20E, before a new employee can be placed in the payroll system.

A background screening must be completed on all University Work Force, Faculty, and Other Personal Services (OPS) employees (excluding student employees) prior to an offer of employment. The Employment Section in Human Resources administers the background screening program.

The Direct Deposit Authorization Form should be completed by the employee and mailed directly to the Controller's Office in Building 20E with a voided check or another bank document, which includes the bank routing and account number. Note: Deposit slips will not be accepted.

All employees are strongly encouraged to attend a New Employee Orientation session. Valuable information regarding available insurances and deadlines for enrollment is presented at the session.

The University of West Florida's Employment Policies are available at the following locations/offices: Human Resources' web site <http://uwf.edu/offices/human-resources/>, Deans, Vice Presidents, General Counsel, Internal Auditing & Compliance, Library Reserve Room, and HR Staff.

I acknowledge that I have reviewed the above information, that I have received/reviewed a copy of the following documents/policies, and that it is my responsibility to read and follow these polices and adhere to the University's Employment Policies, which govern my employment and work standards.

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| ____ Benefits and Services Offered | ____ New Employee Orientation Schedule |
| ____ Computer Security Guidelines | ____ Notification of SSN Collection and Usage by HR |
| ____ Drug Free Campus Brochure | ____ Tax Deferred Annuity Program Contacts |
| ____ Drug Free Workplace Policy | ____ Tobacco-Free Campus Policy |
| ____ Fraudulent or Wrongful Acts Policy | ____ Voluntary Self-Identification of Disability |
| ____ HIV Aids Brochure | |

(New Employee Signature)

Date

INSTRUCTIONS FOR COMPLETION OF ESSENTIAL DOCUMENTS

W-4

The W-4 form must be completed so the University can withhold the appropriate federal withholding taxes from salary warrants. If an employee is uncertain as to how much they need to have withheld, a tax accountant should be contacted. A copy of the employee's signed Social Security Card must be attached to the W-4 form.

Contact: Controller's Office, Payroll Section: Kristie Peppers at 474-3169 or Pam Pettinato at 474-3051.

Form I-9, Employment Eligibility Verification

The U.S. Citizenship & Immigration Services requires employers to complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and non-citizen).

Section one: To be completed by the employee on or before hire date.

Section two: To be completed by a departmental representative who has been delegated this authority within three (3) business days of hire date.

The document should be fully completed and legible. Copies of the documents used to verify identification and work eligibility must be attached. Acceptable documents are listed with the Form I-9. Making false statements or using false documents is punishable by fine and/or imprisonment.

Contact: Human Resources: Carol Gentry at 474-2605 or Nicole Zamy at 474-2608.

Loyalty Oath

Florida law requires completion of this document. The Oath must be signed in the presence of a notary public. If the employee is now living in the State of Florida, certify that the employee is a resident (there is no required period of residency). Citizenship should be the true country of citizenship.

Contact: Human Resources: Carol Gentry at 474-2605 or Nicole Zamy at 474-2608.

Additional Employee Processing Information

This document is required to ensure that an employee receives full credit for any past State of Florida employment and to identify any employee who may be retired under the Florida Retirement System. Emergency contact and degree earned information is also requested on this form.

Contact: Human Resources: Carol Gentry at 474-2605 or Nicole Zamy at 474-2608.

Direct Deposit Authorization Form

UWF requires the direct deposit of payroll checks as a condition of employment. To have paychecks directly deposited, complete the direct deposit form and mail it to the Controller's Office, Bldg. 20E, Attn: Payroll Section with a voided check or another bank document which includes the bank routing and account number (deposit slips will not be accepted). If you are unable to establish an account at a financial institution, or if this requirement will place a hardship on you, you may request an exemption by writing a letter to the Controller's Office.

Contact: Controller's Office, Payroll Section: Kristie Peppers at 474-3169 or Pam Pettinato at 474-3051.

Benefits and Services Offered

Insurance information provided in this summary applies only to authorized established positions and OPS employees who are classified as eligible based on hours of work greater than 30 per week (either anticipated or measured). OPS employees (except student OPS) are eligible to participate in any 403B Tax Deferred Annuity Program as well as the State of Florida 457 Deferred Compensation Plan offered through UWF.

Contact: Human Resources: Adrian Rowley at 474-2604, Elsie Rivera at 474-2921, or Jeff Comeau at 474-2610.