Support Documentation

Employee Name: _____

SSN: _____   Employee ID: _____

Form Type: _____   Form # (Req ID): _____
(JED, New Hire, etc.)

Pay Group: _____ (SRG, SOT, BAF, BOT)

Dept Name: _____ *and/or* Dept #: _____

Effective Date: _____   Date Sent: _____

Submitted By: _____   Phone #: _____

The following Support Documentation is attached:

_____   **Request to Recruit**

_____   **Offer Status**

_____   **Employment Eligibility Verification (I-9 Form)**

_____   **W-4 Online Webform**
Eligible non-U.S. citizens who are claiming exemption from U.S. income tax must complete Form 8233 as well as the W-4 online webform.

_____   **Copy of Social Security Card**

_____   **Direct Deposit Online Webform – Backup to Direct Deposit Form**
(Backup: Voided check or savings statement with bank address and savings account number, or official bank letter including transit and account numbers)

_____   **Bayh-Dole Act – Agreement to Assign**

_____   **Work Permit**
(working papers if under 18 years of age at time of hire)

_____   **Approval Memos for Funding (if applicable) ***

_____   **Resignation Letter ***
*** A second copy must also be sent to the Budget Office; however, the Budget Office does not get a copy if the employee is one of the following salary admin plans: Adjuncts, Graduate Students, Misc Wage/Students, Non-University Employees, Supplementals*

_____   **Other**: _____ *****
***** Please list any additional support information being attached.

If this form is for a New Hire Employee, please submit on Goldenrod paper.

Rev 7/6/09