

UW BOTHELL

NEW EMPLOYMENT FORMS CHECKLIST

HOURLY or

STUDENT EMPLOYEES

Student ID # _____

Employee Name: _____ Social Security # _____
Dep't/Budget #: _____ Mailstop #: _____
Contact: _____ Telephone #: _____



Personal Data Form (PDF)

<http://www.pubserv.washington.edu/forms/search/pdf/1354.pdf>



Employment Eligibility Form (I-9)

<http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>



Affirmative Action Data Form (AADF) **This is to be done ONLINE at the address below. Employee will receive notification with their PAC code and can do this after they receive their UWNNetID.**

<http://www.washington.edu/admin/eoo/aadf>



W-4 Withholding Allowance Certificate

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>



Temporary Employment Form

http://www.washington.edu/admin/hr/pol.proc/temp_empl/temp_notice.doc



Direct Deposit Authorization (optional) **Ask for form if you are unable to get online**

Online Direct Deposit

1. Access ESS (Employee Self-Service) thru [MyUW](#) (you must have a UWNNetID).
2. Go to the Earnings section of ESS to find the Direct Deposit link.
3. Select Direct Deposit and complete the form.
4. You will receive an email confirmation within 24 hours of updating your Payroll Direct Deposit.

****Please ensure that all required signatures and dates are recorded. Failure to do so will result in the return of the package and delay in receiving a paycheck. Follow the I-9 form carefully. Please contact your payroll coordinator if you need any assistance. Thank you and Congratulations!!!**

Attach this checklist to the completed employment forms and submit the package to:

Amie Kinsella
C/o UW Bothell Finance & Administration
Mailstop 358525

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