

# UW BOTHELL

## NEW EMPLOYMENT FORMS CHECKLIST

### Professional & Classified Staff

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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://www.immigration.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 UWNetID.

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



W-4 Withholding Allowance Certificate

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



Biography (*Professional Staff ONLY*)

See payroll office for a copy of this form (not avail online)



Direct Deposit Authorization (optional)

#### Online Direct Deposit

1. Access ESS (Employee Self-Service) thru [MyUW](#) (you must have a UWNetID).
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!!!

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Attach this checklist to the completed employment forms and submit the package to:  
Amie Kinsella  
C/o UW Bothell Finance & Administration  
Mailstop 358525