

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

- Overview
- Policies and Procedures
- Forms
- Additional Information

### NEW EMPLOYEE INFORMATION

2.1

REV 04/05

Finance and Administration

425.352.5235

### OVERVIEW

The University of Washington requires certain information from or about new employees before their appointment can be entered into the University's Higher Education Payroll/Personnel System (HEPPS).

The policies and procedures below assume that the recruitment is completed, the preferred applicant has been selected, and approval from the appropriate Human Resources office has been received to offer a position to an employee.

### POLICIES AND PROCEDURES

The following forms are required for all new employees:

1. [IRS Form W-4 - Employee Withholding Allowance Certificate](#)
2. [INS Form I-9 - Employment Eligibility Verification](#)
3. [UW Affirmative Action Data Form](#)
4. [UW Personal Data Form](#)

Additional forms extra forms are necessary depending upon the classification of the employee:

#### *Faculty*

- [New Employment Forms Checklist: Faculty](#)
- [UW Biography Form](#)

#### *Classified and Professional Staff*

- [New Employment Forms Checklist: Classified and Professional Staff](#)

#### *Hourly and Student Employees*

- [New Employment Forms Checklist: Hourly & Student Employee](#)
- [UW Temporary Employment Form](#)

All of the above forms must be turned in to the [Payroll Coordinator](#) in F&A, Box 358525, before an employee can be paid, receive their Husky card, or sign up for a UWNetID. It is the responsibility of the new employee and their department to insure the forms are completed and forwarded to the Payroll Coordinator in a timely basis.

There are also two other **optional** forms for all new employees:

1. [UW Direct Deposit Authorization](#)
2. [UW Husky Card Account Payroll Deduction Authorization Form](#)

Additional information regarding the direct deposit process may be found at the UW Payroll Offices' [Direct Deposit](#) web site.

## **FORMS**

*All Employees:*

[IRS Form W-4 - Employee Withholding Allowance Certificate](#)  
[INS Form I-9 - Employment Eligibility Verification](#)  
[UW Affirmative Action Data Form](#)  
[UW Personal Data Form](#)

*Faculty:*

[New Employment Forms Checklist: Faculty](#)  
[UW Biography Form](#)

*Classified and Professional Staff:*

[New Employment Forms Checklist: Classified and Professional Staff](#)

*Hourly and Student Employees:*

[New Employment Forms Checklist: Hourly & Student Employee](#)  
[UW Temporary Employment Form](#)

## **ADDITIONAL INFORMATION**

UWB [Payroll Coordinator](#) – 425.352.5423