

# UW BOTHELL

## NEW EMPLOYMENT PAYROLL FORMS CHECKLIST HOURLY or STUDENT EMPLOYEES

Student ID # \_\_\_\_\_

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Employee Name: \_\_\_\_\_ EID # \_\_\_\_\_  
Dep't/Budget #: \_\_\_\_\_ Box #: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_



Personal Data Form (PDF)

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



Employment Eligibility Form (I-9)

<http://www.uwb.edu/getattachment/finance/payroll/i9form2009.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/provost/ap/eoaa/aadf.html>



W-4 Withholding Allowance Certificate

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



Temporary Employment Form

<http://www.washington.edu/admin/hr/jobs/apl/temp.html>



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 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.**

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

Payroll Coordinator  
C/o UW Bothell Budget & Planning  
Box 358525

rev 9/28/2009