



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**

_____ **HR NewHire JED Employee Information sheet**

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

_____ **W-4 Form**

Eligible non-U.S. citizens who are claiming exemption from U.S. income tax must complete Form 8233 as well as the W-4 form.

_____ **Copy of Social Security Card**

_____ **Direct Deposit Form with 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.