



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: _____

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 preprinted deposit ticket for savings account)
- _____ **Bayh-Dole Act – Agreement to Assign** (not required for Salary Admin Plan 219)
- _____ **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.