

The following action items **MUST** be performed on or before your first day of employment at UW-Stout.

<u>New Hire Forms Checklist</u>	
<input type="checkbox"/>	Contract signed - FASLi (Faculty, Academic Staff, Limited Appointment) employees only Position description signed – (permanent university staff/project employees only) The position description will be signed during your scheduled orientation session.
<input type="checkbox"/>	I-9 Form –Your job is contingent upon verification of identity and work authorization (I-9). You MUST complete an I-9 form. Attached you will find a list of acceptable documents which can be used to establish identity and work authorization. Please bring these original documents (copies cannot be accepted) with you on or before your first day of work.
<input type="checkbox"/>	Direct Deposit – To complete the Direct Deposit Form, log into the MyUW Portal with your UW-Stout credentials. On the Payroll Information Tile, click Add Account, enter account information and click Save. Additional instructions on how to set up direct deposit can be found: Tip Sheet – Set up Direct Deposit and FAQ’s can be found: Direct Deposit Instructions and FAQ’s . Please note: Access to the MyUW portal is available up to seven days prior to the start date. If we do not receive a completed direct deposit authorization with a valid bank account, payment will be made via a US Bank Focus Pay Card that will be mailed to the employee’s home address on file.
<input type="checkbox"/>	W-4 (Federal and State Employee’s Withholding Certificate) – To complete the W-4 Form, log into the MyUW Portal with your UW-Stout Credentials. On the Payroll Information Tile, click the Update W-4 button. A W4 Tip Sheet is available to help use self-service to complete the W-4 Form. Please note: Access to the MyUW portal is available up to seven days prior to the start date.
<input type="checkbox"/>	Self-Identification Form – Please complete, sign and return to the Human Resources Office.
<input type="checkbox"/>	Emergency Contact Information - Please complete, sign and return to the Human Resources Office.
<input type="checkbox"/>	Confidentiality Form – Please complete, sign and return to the Human Resources Office.
<input type="checkbox"/>	University Staff Workplace Conduct Expectations & Disciplinary Guidelines – (University Staff only) Please sign, date and return the entire document
<input type="checkbox"/>	Transcripts – (FASLi employees only) Official transcripts are needed for all degrees, not just highest degree attained. Not applicable for Graduate Assistants.

Please note: **Some items are NOT required for all staff. Use your employment type (University Staff, Academic Staff, Faculty, Limited Appointment, Project Appointment) when completing this checklist. Contact the HR office with any questions regarding your employment type.*