

University of California, Santa Barbara  
Accounting Services & Controls  
Payroll Division

**New Hire/Rehire Cover Sheet**

To: Accounting Services & Controls  
Payroll Office M/C 2040  
3201 SAASB

From: Department .....

Contact Person ..... Ext .....

Employee Name .....  
(Last name) (First name) (Middle Int)

Employee ID# .....

**Please Check One:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Hire	Rehire	Other

**Student Status**

<input type="checkbox"/> 1- Not Registered	<input type="checkbox"/> 3 – Undergraduate	<input type="checkbox"/> 4- Grad Student
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Document(s) Attached is (are):

<input type="checkbox"/>	Oath / Patent
<input type="checkbox"/>	I-9
<input type="checkbox"/>	W-4
<input type="checkbox"/>	Direct Deposit
<input type="checkbox"/>	Other – Explain .....



**Preparer**

**You are responsible for your employee's signature as well as your own as required before submitting to the payroll office.**

The entire packed will be returned to you if signatures or supporting documents are missing or forms not properly filled out. The payroll office will not release the above employee's check if the proper documents are not submitted.