

New Hires and Re-hires

Paperwork

New Hires

Until the Payroll Office receives all documentation for a new hire, no check or direct deposit will be released. The funds will be held in the Payroll Office and released only when all of the completed documents (**Oath/Patent, I-9, and W-4**) have been received by the Payroll Office. *Exception:* New hires that are not US Citizens are not required to sign the Oath.

Re-Hires

The same requirements apply as with new hires. A complete set of documents (Oath/Patent, I-9, and W-4) must be received by the Payroll Office before a check will be released.

New Hire vs Re-Hire Bundles

When should a New Hire Bundle be used?

- (1) When the employee has been **separated** for **more than 13** months
- (2) When the person is a first time employee of the University
- (3) When the employee transfers from another UC campus

When should a Re-Hire Bundle be used?

- (1) When the employee has been **separated** from the University for **less than 13** months

Examples of when to fill out the Oath/Patent & I-9 Forms

Scenario I: An employee works in Department A, and without a break in service, transfers to Department B. Since there is no break in service, Department B gets alternate department access, sets up a **New Appointment and Distribution**, and changes the Home Department code.

Solution: No Oath/Patent & I-9 forms are required.

Scenario II: An employee works in Department A in the Spring Quarter and is expected to come back for the Fall Quarter.

Solution: The employee should be separated at the end of Spring quarter.

Scenario III: Same case but Department B would like to hire Department A's employee during the summer after Department A had separated employee.

Solution: Department B gets alternate department access, uses Re-Hire Bundle to set up Appointment and submits an Oath/Patent and I-9 forms.

Note: All employees should be separated at the end of their appointment