



To: Business & Financial Services  
Payroll Office – MC 2040  
3201 SAASB

**New Hire / Rehire Cover Sheet**

From: Department \_\_\_\_\_ Mail Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_

Employee's Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Employee's ID #: \_\_\_\_\_

Please check one:  New Hire  Rehire  Other

Student Status:  1-Not registered  3-Undergraduate  4-Grad Student

Document(s) attached is (are):

Oath (Required for US Citizen's only)  
 Other – Explain \_\_\_\_\_

To Department:

**The entire packet will be RETURNED to you if form is not properly filled out. If a Oath is not required please DO NOT waste paper and send an empty form.**

**Employees must login to Employee Self Service to sign the Patent and enter their W4 and Direct deposit information.** The Employee will receive an email from Tracker to fill out section 1 of their I-9 remotely and then will bring their original documents to Business and Financial Services no later than their 3rd day of work to ensure compliance with USCIS regulations. Copies or Scans will not be accepted for I-9 documentation or Oath Signatures.