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.

Revised 5/9/2019