New Hire / Rehire Cover Sheet effective 10/8/2018

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
☐ Other – Explain ____________________________

To Department:

The entire packet will be RETURNED to you if form is not properly filled out.

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 the designated I-9 verification center listed on the job aid sent out 10/3/2018 and available at https://www.bfs.ucsb.edu/payroll/ucpath/resources.

Revised 10/2/2018