

Instructions for Completing New Hire Paperwork

Please use black or blue ink. Following is a list of all forms included in this packet. Please have all forms filled out completely before coming in to meet with Human Resources on your first day of employment. Please call Human Resources at 678-839-6403 if you have any questions prior to submitting your paperwork.

Employee Acknowledgements

Please read the Employee Acknowledgements information, and complete and sign the Acknowledgement form in the spaces indicated.

Personal Data Sheet

The address you list will be entered into the HR and Payroll system (ADP) for University mailings, tax and insurance records. Please make sure your address is always current and up to date in the HR and Payroll system.

W-4 Federal Tax Withholding Form

Complete and sign the lower portion of the form. Completion of the worksheet portion of this form is not required. Note that the UWG HR office cannot advise you on the number of allowances you should claim for tax withholding. Please consult a tax advisor if you are unsure about the number of allowances you should claim to meet your needs.

G-4 State of Georgia Tax Withholding Form

Complete and sign the form. Completion of the worksheet is not required. Note that the UWG HR office cannot advise you on the number of allowances you should claim for tax withholding. Please consult a tax advisor if you are unsure about the number of allowances you should claim to meet your needs.

I-9 Employment Eligibility Verification Form

Please complete Section 1 only. A staff member from HR will complete and authorize the I-9 after present the appropriate documentation as described in the enclosed letter and on the back of the form. A list of acceptable documents can be found on the back of the I-9 form. You will need to present one document from List A OR one document from List B AND one document from List C.

Direct Deposit

Complete and sign both forms related to direct deposit of your paycheck, the Notification form and Authorization Agreement. You must attach a voided check or bank documentation that has your bank routing and account numbers on it.

Right to Know

Please review the Right to Know information. After reviewing, complete and sign the Acknowledgement form and bring it to HR. Please keep the informational handout with describes your rights and advises you where to get more information.

ID Card Authorization

At the time of your meeting with HR, your information will be entered into the Banner System. New employees must be in Banner to have an ID card made. After your orientation with HR, you will then need to take this form to the ID Room, in the University Community Center, to have your ID card made. There is not charge for initial employee ID cards. ID cards may also be obtained for eligible dependents for a charge of \$2.00 to be paid to the Cashiers on the first floor of Aycock Hall. The receipt of payment must be attached to the authorization form for presentation at the time the card is to be made. ID Authorization forms for dependents are available in HR.

Parking Authorization

After your meeting with HR, you can take this form to the Parking Services Office in Row Hall to register your vehicle and purchase a parking permit for \$15.00. You will need your vehicle information, including the license plate number. Any questions regarding parking on campus should be directed to Parking Services at 678-839-6629.