**PERSONNEL INFORMATION:**

**Please complete & return to Emily Schattler, UGA School of Ecology (****emilybs@uga.edu)****.**

**Incomplete forms will be returned to you.**

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last 4 of SSN #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UGA ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*UGA MyID (prefix of uga email address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred** Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local** Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permanent** Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local** Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Single Married Citizen Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Race \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex \_\_\_\_\_\_\_\_\_\_\_\_\_ Highest Degree Earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact (Name/Phone/Relationship): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently enrolled as a UGA student? Yes/No

Do you plan to enroll as a UGA student the following semester? Yes/No

**IF your status changes please inform Emily Schattler as soon as possible. This status affects benefits.**

Are you currently employed by another UGA department? Yes/No

**NOTE: As a registered student you can NOT work more than 20 hours combined on campus.**

 If yes, where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many hours per week do you work there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Name & Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever worked for UGA before? Yes/No

 If yes, where and when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Name & Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VISA type (internationals only): \_\_\_\_\_\_\_\_\_\_\_

**Please provide Emily with a copy of your passport, visa, I-20 and I-94.**

Additional Information:

1. Once you are entered into the payroll system an email from UGA-HR will be generated leading you to complete online orientation, also known as Onboarding. You will receive this email at the address you entered on your UGA application.

I cannot stress enough the importance of completing orientation in a timely fashion. For benefits-eligible employees it involves benefits choices. Benefits Counselors are available at UGA-HR for consultation, 706-542-2222.

Further information can be found at:[www.hr.uga.edu/benefits](http://www.hr.uga.edu/benefits).

***TIME SENSITIVE INFORMATION:* Please provide acceptable I-9 documentation with the submission of this form. Please see page 3 for a list of acceptable forms of documentation. Documents MUST be in original form and unexpired. !!!NO EXCEPTIONS!!!**

**I have read the above GREEN instructions: Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature**

1. NSF research employees: If you are engaging in NSF research at UGA you are required to complete Responsible Conduct for Research (RCR) training. This training is good for 4 years. After 4 years you will be required to complete a refresher course. This task will need to be completed within 90 days of employment.
2. All employees: You will notice in the UGA Online Orientation that you will need to complete the mandated SecureUGA module. You will receive an email once you are registered to take the course in UGA’s online learning environment, eLC. Please complete this task within 30 days of employment.
3. All employees: You will notice in the UGA Online Orientation that you will need to complete the UGA mandated Ethics BASIC Training. You will receive an email once you are registered to take the course in UGA’s online learning environment, eLC. Please complete this task within 30 days of employment.

NOTE: Regular employees are limited to 40hrs/week for all campus-related work.

 Enrolled student employees (including graduate students) are limited to 20hrs/week for all

campus-related work.

**You should verify your paycheck has been deposited for each pay period. It can take up to 2 pay cycles for direct deposit to go into effect.**

**I have read ALL of the above: Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **signature**

Academic Payroll (some faculty and all Ecology account graduate students): Employees are paid on the last working day of the month, August through May, except May & December. Pay dates vary in May & December. This year they are December 15 and May 4. There is potential for summer pay with either 2 or 3 pay checks but this is not guaranteed.

Monthly Payroll (some faculty, some staff, some graduate students supported by accounts outside of Ecology): Employees are paid on the last working day of the month. Postdocs are considered staff.

Hourly & Salaried Payroll (some students and some staff): Employees are paid bi-weekly on Thursdays or the last working day before a scheduled holiday.

**NOTICE: DO NOT PURCHASE OR TRAVEL WITHOUT CONSULTING WITH OUR ACCOUNTANT,**

**especially if you are expecting reimbursement from UGA.**

\*For BMIII/AFD: see note on ‘Personnel Checklist’

**LISTS OF ACCEPTABLE DOCUMENTS**

**for processing I-9’s.**

All documents must be *UNEXPIRED*.

All documents must be in their *ORIGINAL* form.

**You may bring one document from list A**

**OR**

**You may bring one document from**

**list B AND list C.**

**List A - Documents that Establish Both Identity and Employment Authorization**

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
	1. Foreign passport; and
	2. Form I-94 or Form I-94A that has the following:
		1. The same name as the passport; and
		2. An endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. A passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

**List B - Documents that Establish Identity**

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**List C - Documents that Establish Employment Authorization**

1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)

Employment authorization document issued by the Department of Homeland Security