



UNIVERSITY of WASHINGTON | BOTHELL

SECTION 1 – COMPLETED BY STAFF EMPLOYEE

Are you a new UW employee?  Yes  No (If yes, you must complete an I-9 Form)

Have you been separated from UW for more than 6 months?  Yes  No (If yes, you must complete a new I-9 Form)

Form with fields: Last Name, First Name, Middle Name, Date of Birth, Gender (Male/Female), Phone Number, Email Address, Mailing Address, Emergency Contact Name, Emergency Contact Phone # 1, County, Emergency Contact Phone # 2.

I certify that the information above is accurate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE TO EMPLOYEE - You should expect an email from your Payroll Coordinator within 2 business days with important payroll information and instructions regarding Timesheets, Direct Deposit, Affirmative Action Form, and W-4 Form.

SECTION 2 – COMPLETED BY SUPERVISOR OR HIRING OFFICIAL

Form with fields: Appointing Dept, Campus Box, OWLS Timekeeper (UW NetID)

Work Schedule Information

Table for Work Schedule Information with columns for days of the week (SUN-SAT) and rows for Hrs Per Day, Time In, and Time Out.

A system-generated e-mail (Post Entry Review Message or PERM) can be sent to supervisors once an employee's monthly timesheet has been entered into OWLS. The PERM displays the employee's sick/annual leave use and accrual for the month. Supervisors can choose either: (a) Receives PERM, (b) Does Not Receive PERM (but still able to view an employee's record)

Supervisor: \_\_\_\_\_ UW NetID: \_\_\_\_\_ Check One:  Receives PERM  Does Not Receive PERM

Supervisor: \_\_\_\_\_ UW NetID: \_\_\_\_\_ Check One:  Receives PERM  Does Not Receive PERM

I certify that the information above is accurate.

Supervisor/ Hiring Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE TO SUPERVISOR/HIRING OFFICIAL - Please submit this form along with the following to your Payroll Coordinator:

- U.S. Citizens and Permanent Residents:  I-9 Form (No copies of employment authorization documents)
Non-Resident Aliens:  I-9 Form  UW 1007 Form (including copies listed under No. 10)
 8233 Form & Attachment (if eligible to claim tax treaty)
 W-4 Form (if not eligible to claim tax treaty)

SECTION 3 – COMPLETED BY PAYROLL COORDINATOR

Form with fields: Employee ID, UW NetID/ PAC, Position Number, Email Checklist (Welcome Email, Timesheet Instructions, Direct Deposit Instructions, W-4 Form Instructions)