

Forms, Publications & Worksheets Reference Guide

Name	Form # if any	Who Should File	Notes	Timeline	Office of Record
State Oath of Allegiance	UPAY 585	<ul style="list-style-type: none"> US citizens who are New Hires, Re-Hires, (not required if signed one within past 12 months), WOS* 	<ul style="list-style-type: none"> This form consists of two main sections, the Oath section (top section) must be filled out by all U.S. citizens. 	<ul style="list-style-type: none"> Both Employee and the Witness must sign at the same time and no later than the end of hire day. 	<ul style="list-style-type: none"> Original to Payroll Department Copy in employee file at the department.
Patent Acknowledgment		<ul style="list-style-type: none"> All New Hires, Re-Hires (not required if signed one within past 12 months) & WOS* 	<ul style="list-style-type: none"> The Patent section (bottom section) must be filled out by all employees regardless. 		
This form can be found on UCOP website http://www.ucop.edu/ucophome/policies/bfb/upay585.pdf					
Employment Eligibility Verification (Form I-9)	I-9	<ul style="list-style-type: none"> New-Hires, Re-Hires, WOS* (if entered in OLPPS) and employees who've had a change in their work eligibility are required to fill out Form I-9. (Non-US-residents living abroad while employed by UCSF are not required to fill out an I-9 form.) Hiring department of a prospective non-immigrant employee must coordinate with UCSF, SISS**. 	<ul style="list-style-type: none"> Employee must complete and sign Section 1. If Section 1 is signed before hire date, a copy of Offer Letter must be enclosed in the Hiring Packet to establish that Section 1 was signed after the employee accepted the job and signed the Offer Letter. Employee must show evidence of identity and employment eligibility. Employer can not instruct employee which documents to present for verification. Employer can only ask for documents to establish identity and work eligibility; provide employee with the "Lists of Acceptable Documents" on the back of the I-9 form and instruct employee to bring any one of the documents on list A or one from List B & one from list C. List A documents establish both identity and employment eligibility. List B documents establish identity only and List C documents establish employment eligibility only. The following documents previously on List A are no longer acceptable: Certificate of U.S. Citizenship (Form N-560 or N-561), Certificate of Naturalization (Form N-550 or N-570), Form I-151, Reentry Permit (Form I-327) and Refugee Travel Document (Form I-571). Department HR Representative must verify the employee document(s), then complete & sign Section 2. The person who verifies supporting documents & completes 	<ul style="list-style-type: none"> Section 1 must be completed no earlier than the date employee signs the Offer Letter and no later than the hire date. Employer (HR Representatives) must verify documents and complete section 2 no earlier than the hire date and no later than three days after hire date. 	<ul style="list-style-type: none"> Original to Payroll Office The department can choose to keep a copy of the I-9 but it has to be kept separate from the employee's personal file.

<i>Employment Eligibility Verification (Form I-9)</i>			<p>Section 2 is the only person who should sign Section 2.</p> <ul style="list-style-type: none"> • If employee can not present supporting documents within 3 business days of hire date he/she must present receipt for the application for a replacement of the document(s) within 3 business days of the date of hire. The employee must have already indicated, by having checked an appropriate box in Section 1, that he/she is eligible for employment in the U.S. • When recording an alien passport on Section 2 the visa # and expiration date can be recorded under the passport information. Remember a visa stamp in the passport does not replace a Work Authorization document. • Faxed copies or photocopies of supporting documents or laminated Social Security cards should not be accepted for verification. • If short term employment (3 days or less) the I-9 must be completed by both employee and witness on the day of hire. • An Admission number is different from an Alien number. An Admission number is 11 digits and is found on the I-94 or I-20 forms in the passport. An Alien number is 8 or 9 digits with the letter "A" and is found on an I-551 document or Employment Authorization documents, such as I-688B and I-766. • Non-Resident Aliens must submit copy of visa authorizing work in the U.S. • Section 3 must be completed for employees whose work authorization status has changed (i.e. received new extension), or had a name changed. 		
Click on the link to find "Form I-9" and its instruction on the Department of Homeland Security website: http://www.uscis.gov/files/form/i-9.pdf					
Federal-State Withholding Allowance Certificate	UC W-4 / DE 4	<ul style="list-style-type: none"> • All employees who receive monetary compensation for their labor. 	<ul style="list-style-type: none"> • Submit every time withholding information is entered or updated by the department. This applies to both New-Hires and Re-Hires. • Not required if employee enters information through UC At Your Service (AYSO) • A New form is required if information has changed. 	<ul style="list-style-type: none"> • Employees claiming exempt (998) must re-file by February 15th of the following year. 	<ul style="list-style-type: none"> • Original to Payroll Department • Copy in employee file at the department.
Click on the link to find the "Federal/State Withholding Allowance Certificate" form on the University of California Office of the President website: http://www.ucop.edu/ucophome/cao/paycoord/ucw4-de4.pdf					
UC Non-Resident Alien Employees' Federal-State Withholding Allowance Certificate	UC W-4 NR/DE 4	<ul style="list-style-type: none"> • Non-Treaty employees 	<ul style="list-style-type: none"> • UC paid non-US-Citizen and non-US- resident employees who are not in the U.S. on a treaty must file for Federal and State tax withholdings. If this form is not submitted, the withholdings automatically default on Single/Zero (S/0). 	<ul style="list-style-type: none"> • At the time of hire 	<ul style="list-style-type: none"> • Original to Payroll • Copy at the department
This form can be found on UCOP website http://www.ucop.edu/ucophome/cao/paycoord/w4-form.pdf					
Certificate of Foreign Status for Federal Tax Withholding	UC W-8BEN	<ul style="list-style-type: none"> • Non-resident aliens 	<ul style="list-style-type: none"> • Hire/Re-Hire – submit with HHF-1. • Attach Visa, Work Authorization and I-94. 	<ul style="list-style-type: none"> • At the time of hire 	<ul style="list-style-type: none"> • Original to Payroll • Copy at the Department
To download this form please visit http://www.ucop.edu/ucophome/cao/paycoord/w8ben.pdf					

Tax Treaty Statement	8233	<ul style="list-style-type: none"> • Non-Residents, students, instructors, researchers, medical trainees who qualify for a tax treaty. 	<ul style="list-style-type: none"> • Expires on December 31st of each year. • Must be invoked annually. • If the employee does not submit a timely form or an updated form for the new tax treaty year UCSF must withhold. If UCSF determines that the employee did submit a timely and correct form, yet UCSF incorrectly continued to withhold, UCSF may refund the tax withheld to the employee. • If a withholding agent wishes to avoid withholding tax on compensation paid to nonresident alien employees, students, instructors, researchers, OPT/CPT and ECFMG Medical trainees, form 8233 must be completed whether the exemption is claimed for compensation received as an employee or an independent contractor. • Employees who wish to invoke a Tax Treaty need to meet the conditions of Tax Treaty and appropriate article. • The individual must have a tax payer identification number. A Social Security number is required for employment. If you do not have a SSN you must apply for one. 	<ul style="list-style-type: none"> • Is valid only for the calendar year in which it is filed and must be refilled each year. The exemption from tax withholding becomes effective for payments made after ten days from the date the withholding agent submits the form to IRS. 	<ul style="list-style-type: none"> • To invoke a tax treaty contact Karen Dhirapong, at Campus Payroll, ext. 476-1850 or e-mail karen.dhirapong@ucsf.edu
	W-9	<ul style="list-style-type: none"> • Resident Aliens 			
For more information on "Exempt Withholding on Compensation and Tax Treaty Statement" please go to http://www.ucop.edu/ucophome/cao/paycoord/tform8233.pdf					
Benefits Eligibility Level Indicator(BELI) and Status Qualifier Code (SQC)	UPAY 726	<ul style="list-style-type: none"> • Hiring Department completes this for new or established employees 	<ul style="list-style-type: none"> • This form is used to establish or change employee's benefits level. 	<ul style="list-style-type: none"> • At the time of hire • When there is a change 	<ul style="list-style-type: none"> • Original to Payroll • Copy to HR, Benefits • Copy at Department • Copy to employee
For more information on "Exempt Withholding on Compensation and Tax Treaty Statement" please go to http://www.gse.berkeley.edu/Admin/bs0/BELI_upay726.pdf					
Out of State Income Tax Withholding	UPAY 830	<ul style="list-style-type: none"> • Employees who work & live out of state of California 	<ul style="list-style-type: none"> • Employees who work and live out of state of California must file. 	<ul style="list-style-type: none"> • At the time of hire 	<ul style="list-style-type: none"> • Original to Payroll
This form can be found at UCOP website http://www.ucop.edu/payroll/forms/upay830.pdf					
Personal Data Form	UPAY 544	<ul style="list-style-type: none"> • New hires, Re-Hires, Separating Employees 	<ul style="list-style-type: none"> • Must be filled out at the time of hire, termination of employment and when a change in the information given occurs. 	<ul style="list-style-type: none"> • At the time of hire, termination or a change in information. 	<ul style="list-style-type: none"> • Original at department • Copy to Payroll
This form can be found on the UCOP website http://www.ucop.edu/payroll/forms/upay544.pdf					
Personal Data Form	UPAY 544A	<ul style="list-style-type: none"> • New hires, Re-Hires, Separating Employees 	<ul style="list-style-type: none"> • Must be filled out at the time of hire, termination of employment and when a change in the information given occurs. This form is to be used for UPTe, AFSCME and CUE employees. 	<ul style="list-style-type: none"> • At the time of hire, termination or a change in information. 	<ul style="list-style-type: none"> • Original at department • Copy to Payroll
This form can be found on the UCOP website http://www.ucop.edu/payroll/forms/upay544a.pdf					
Sabbatical Leave / Special Leave of Absence	UPAY 573	<ul style="list-style-type: none"> • Any qualified paid employee 	<ul style="list-style-type: none"> • Must be filled out when employee takes a Sabbatical Leave, or for Special Leave of Absence. 	<ul style="list-style-type: none"> • Prior to the time of leave. 	<ul style="list-style-type: none"> • Original at department, copy to payroll
This form can be found on the UCOP website http://www.ucop.edu/payroll/forms/upay573.pdf					
Direct Deposit Pay Disposition Request	UPAY 702-2	<ul style="list-style-type: none"> • New Hire or Change 	<ul style="list-style-type: none"> • To set up pay disposition. 	<ul style="list-style-type: none"> • At the time of hire or when change occurs 	<ul style="list-style-type: none"> • Original to Payroll • Copy at the department
This form can be found on the UCSF Payroll website http://controller.ucsf.edu/payroll/files/DirectDeposit.pdf					
Depcare / HCRA enrollment Salary	UPAY	<ul style="list-style-type: none"> • All employees 	<ul style="list-style-type: none"> • To enroll in the Dependent Care Reimbursement Account 	<ul style="list-style-type: none"> • During an Open 	<ul style="list-style-type: none"> •

Reduction Agreement During a Period of Initial Eligibility or Open Enrollment	717 (R8/05)		(DepCare) program and/or the Health Care Reimbursement Account (HCRA) program.	Enrollment • During a period of Initial Eligibility (PIE)	
This form can be found at http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/upay717.pdf .					
Enrollment, Change, Cancellation or Opt-Out – Employees Only - Health and Welfare Plan	UPAY 850	<ul style="list-style-type: none"> New-hires, rehires and employees with life changing event 	<ul style="list-style-type: none"> New Hires, Re-Hires, Transferred Employees can contact departmental HR representatives. New Hires can also complete this form online at AYSO. Registered domestic partners need to complete hardcopy. Submit form at the beginning of employment and within 30 days of PIE (Period of Initial Eligibility) and every time an employee makes a change. 	<ul style="list-style-type: none"> At the time of hire or a change 	<ul style="list-style-type: none"> Original to Payroll Copy at the department if paper enrolment.
To download this form please click on the link http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/upay850.pdf					
Offer Letter		<ul style="list-style-type: none"> (New Hires and Re-Hires) 	<ul style="list-style-type: none"> MSP6 and above and New Hire and Re-Hires who sign their I-9 and / or Oath & Patent form prior to the date of hire must send a copy to Payroll. 	<ul style="list-style-type: none"> Before the time of hire 	<ul style="list-style-type: none"> Copy to Payroll
This form can be found on UCSF, Human Resources website http://ucsfhr.ucsf.edu/files/offerletter.pdf					
Statement Concerning Your Employment in a University Position – Not Covered by Social Security	UCRS 419	<ul style="list-style-type: none"> Employees not covered by Social Security or after January 1, 2005 (e.g. Safety Personnel, DC Plan Safe Harbor employees certain UC students and non resident aliens) 	<ul style="list-style-type: none"> Submit to UCOP within 30 days after signing Must be signed and returned before beginning work and no later than the beginning of the first work day. 	<ul style="list-style-type: none"> At the time of hire 	<ul style="list-style-type: none"> UCOP UC Human Resources / Benefits Records Management P.O. Box 24570 Oakland, CA 94623-1570
This form can be found on UCOP website http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/ucrs419.pdf					
Personal Identification Authorization (PIN)	Online at AYSO	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Must be done online To obtain a PIN call UCOP 800-888-8267 		<ul style="list-style-type: none"> UCOP
Life and AD & D – Designation of Beneficiary	Online at AYSO	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Must be done online To obtain a PIN call UCOP 800-888-8267 		<ul style="list-style-type: none"> UCOP
UCRP – Designation of Beneficiary	Online at AYSO	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Must be done online To obtain a PIN call UCOP 800-888-8267 		<ul style="list-style-type: none"> UCOP
Pre-Tax Action Form (Deductions for Public Transit, Off Campus Parking and Outside Vanpool Providers)		<ul style="list-style-type: none"> Any employee 	<ul style="list-style-type: none"> Download, fill out and mail to Parking and Transportation Services Box 0299 or fax to 476-0499 		<ul style="list-style-type: none"> Campus Life Service CLS forwards to Payroll
This form can be found on Campus Life Services website http://www.parking.ucsf.edu/transportation/rideshare/publictrans/transit_incentives/pdf/enrollment2008.pdf .					
Demographic Data Transmittal	U5605	<ul style="list-style-type: none"> Not mandatory 	<ul style="list-style-type: none"> Departments should destroy after data has been entered in OLPPS 	<ul style="list-style-type: none"> At the time of hire 	<ul style="list-style-type: none"> Departments should destroy after data has been entered in OLPPS
This form can be found at UCOP website http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/u5605.pdf					
One-Time Payroll Payment Authorization	UPAY 564-2A	<ul style="list-style-type: none"> Department 	<ul style="list-style-type: none"> Use this form to pay an employee a specific dollar amount for service provided over and above their regular appointment. 	<ul style="list-style-type: none"> Any time there is such an expense 	<ul style="list-style-type: none"> Original to Payroll Copy at Department

Form UPAY 564-2A can be found on UCSF Controller's Office website http://controller.ucsf.edu/payroll/files/up5642a.xls Instructions to the form UPAY 564-2A http://controller.ucsf.edu/payroll/files/One_Time_Pay_Reference.pdf					
Temporary Inter-location Transfer or Multi-location Appointment Form	UPAY 560-T	<ul style="list-style-type: none"> Any employee temporarily relocating to another campus or working at more than one campus 	<ul style="list-style-type: none"> Must complete when temporarily relocating to another UC campus or working at more than one UC campus. 	<ul style="list-style-type: none"> At the time of relocation 	<ul style="list-style-type: none"> Original to Payroll Copy at the Department
This form can be found on UCOP website http://www.ucop.edu/budadmin/documents/multilocatinapt2.doc					
Inter-location One-Time Payment Form	UPAY 644-C-T	<ul style="list-style-type: none"> Host Campus 	<ul style="list-style-type: none"> Must be completed when paying an employee who temporarily relocated to work at the host campus 	<ul style="list-style-type: none"> At the time of relocation 	<ul style="list-style-type: none"> Original to Payroll Department and copy at the department
This form can be found at UCOP website http://www.ucop.edu/budadmin/documents/onetimeinterlocpay.doc					
UC Permanent Inter-location Transfer (Terminating Location – Employee Data Sheet)	UFIN 301	<ul style="list-style-type: none"> Any employee relocating to another campus 	<ul style="list-style-type: none"> Must complete when relocating to another UC campus. 	<ul style="list-style-type: none"> At the time of payment 	<ul style="list-style-type: none"> Original to Payroll Copy at the Department
This form can be found on UCOP website http://www.ucop.edu/ucophome/cao/paycoord/ufin301.pdf					
UCRP Waiver and Release Form	UBEN 1039	<ul style="list-style-type: none"> Retirees returning to work at UC 		<ul style="list-style-type: none"> At the time of rehire 	<ul style="list-style-type: none"> Original to Payroll Copy at the department
This form can be found on UCOP website http://ucsfhr.ucsf.edu/files/UCRP_Rehired_Retiree_Election_Form.pdf					
403b, 457b DCP***	Online at Fidelity		<ul style="list-style-type: none"> Retirement Savings Program (Was FITSCo – Fidelity Investments Tax-Exempt Services Company) 		<ul style="list-style-type: none"> UCOP
Fidelity website http://www.netbenefits.com					

Other helpful Links:

- UCSF, Human Resources Forms <http://ucsfhr.ucsf.edu/index.php/staffing/cat/site/Forms/>
- For OLPPS forms please visit <http://controller.ucsf.edu/payroll/forms.asp>
- UCSF, Human Resources, New-Hire Checklist http://ucsfhr.ucsf.edu/files/new_hire_checklist/Required_New_Hire_Checklist.xls
- UC At Your Service forms/publications/worksheets http://atyourservice.ucop.edu/forms_pubs/index.html or http://atyourservice.ucop.edu/forms_pubs/categorical/forms_worksheets.html
- To view or change any of the followings please go to UC At Your Service website <http://atyourservice.ucop.edu/>, click on Sign Into My Account, log in and make your selection:
 - Your Contact and Beneficiaries information
 - Your Security Preferences
 - Your Tax withholdings
 - Your Earnings Statements
 - Your W-2
 - Your Employment Verification
 - Links to IRS and California Franchise Tax Board
 - Your Retirement Estimates
 - Your Retirement Savings Program
 - Your UCRP**** and CAP*****balances
 - Investment Links (Fidelity, DCP, 403b, 457b), CalPERS...
- US Citizenship and Immigration Services <http://uscis.gov/graphics/index.html>
 - Handbook for Employers; Instructions for Completing Form I-9 (Form M-274) <http://www.uscis.gov/files/form/m-274.pdf>
 - General Information about Form I-9 <http://www.uscis.gov/files/article/EIB101.pdf>

* Without Salary

** Services to International Students and Scholars

*** Defined Contribution Plan

**** University of California Retirement Plan

***** Capital Accumulation Provision