NEW EMPLOYEE FORM

Please read this form in its entirety

Wisconsin Union
Experiences for a lifetime

Your Name: _____ Your Unit Name: _____

Supervisor Name: _____ Supervisor Email Address: _____

First working shift information

Date: _____ Time: _____ Location: _____

- **Prior to your first shift, you need to visit Human Resources in Room 4186 at Memorial Union.**
- **You are not permitted to work until you have visited Human Resources.**
- **Your visit to Human Resources will take a minimum of 30 minutes, but may take longer during busy periods.**
- **Operating hours: 9AM to 4:30PM**
- **Phone Number: (608)263-3939. Email Address: hr@union.wisc.edu**

Were you referred to work here by an existing Wisconsin Union Student Employee?

Circle one option only. **Yes / No**

If you said yes, please enter the **NAME** and **EMAIL ADDRESS** of the employee:

_____

Bring the following information and/or documents with you to HR to complete New Hire Paperwork. All identification documents must be original and not expired. Copies are **UNACCEPTABLE.**

REQUIRED FOR ALL EMPLOYEES:

- Wisconsin Union Application (Completed and Signed by Supervisor and Employee)
- Direct Deposit Paycheck Information:
  - Voided check OR
  - Account Number, Routing Number, Bank Name

US CITIZENS:

- Passport **OR**

Identity documents such as:

- Driver's License OR
- State ID OR
- Student ID

AND

Work Authorization documents such as:

- Social Security Card OR
- Original or Certified copy of Birth Certificate

INTERNATIONAL ONLY (Bring ALL of the following)**:**

- Passport
- I-20 or DS2019 Form
- I-94 Number