

The following action items **MUST** be performed on or before your first day of employment at UW-Stout.

<b>Human Resources Action Items</b>	
<input type="checkbox"/>	<b>Contract</b> signed - ( <a href="#">unclassified employees</a> only) <b>Position description</b> signed – ( <a href="#">permanent classified/project employees</a> only) The position description will be signed during your scheduled orientation session.
<input type="checkbox"/>	<b>I-9 Form</b> –Your job is contingent upon verification of identity and work authorization (I-9). You <b>MUST</b> complete an I-9 form. Attached you will find a list of acceptable documents which can be used to establish identity and work authorization. Please bring these <b>original</b> documents (copies cannot be accepted) with you on or before your first day of work.
<input type="checkbox"/>	<b>Direct Deposit</b> – Direct deposit is a condition of employment. Please complete the form and attach a copy of a deposit ticket or voided check. If you are banking out of town or out of state, please be sure the bank’s address is included.
<input type="checkbox"/>	<b>W-4 Form (Federal and State Employee’s Withholding Certificate)</b> - The entire form needs to be completed. If you will be claiming MN reciprocity you will also need to complete <a href="#">Form W-222</a> .
<input type="checkbox"/>	<b>Employee Data Form</b> - Information from this form is needed for payroll purposes, as well as for our own databases at UW-Stout. Please complete all areas, sign and date it.
<input type="checkbox"/>	<b>Disability and Severe Disability Self-Identification Form</b> – All University employees must complete this form. Please complete all areas, sign and date.
<input type="checkbox"/>	<b>Social Security Card</b> – A copy of your social security card is required by Human Resources to ensure accurate payroll reporting. If you do not have a social security card or cannot find it, you should contact the nearest <a href="#">Social Security Office</a> and request a new card. Please submit a copy of receipt of application.
<input type="checkbox"/>	<b>Confidentiality Form</b> – Please sign and date.
<input type="checkbox"/>	<b>Emergency Contact Form</b> – Please complete all areas, sign and date.
<input type="checkbox"/>	<b>Transcripts</b> – ( <a href="#">unclassified employees</a> only) Official transcripts are needed for all degrees, not just highest degree attained.
<input type="checkbox"/>	<b>Recruitment of Faculty/Staff Survey</b> - ( <a href="#">unclassified employees</a> only)