**NEW HIRE FORM CHECKLIST**

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

* Contract signed - (unclassified employees only)
* Position description signed – (permanent university staff/project employees only) The position description will be signed during your scheduled orientation session.
* I-9 Form –Your job is contingent upon verification of identity and work authorization (I-9). You MUST 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 original documents (copies cannot be accepted) with you on or before your first day of work.
* Direct Deposit – 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.
* W-4/Self ID Form (Federal and State Employee’s Withholding Certificate) - The entire form needs to be completed.
* Emergency Contact Information - Please complete.
* Confidentiality Form – Please sign and date.
* Transcripts – (unclassified employees only) Official transcripts are needed for all degrees, not just highest degree attained. Not applicable for Graduate Assistants.