

The following websites can be used to enter on-line some of the New Hire Paper Work. This is an efficient method of processing and maintains confidentiality:

Affirmative Action Form: (this form must be completed on-line; hard copies will no longer be accepted.**)**

<http://www.washington.edu/admin/eoo/aadf/> - At top of page click on "Enter Affirmative Action Form" button. Must have UW net id and password to accomplish this.

Direct Deposit Form:

<http://www.washington.edu/admin/payroll/directdeposit.html> - Look under "Employee Procedures – On-Line Direct Deposit" in the middle of the page for the steps. This is done through MY UW.

Personal Data Form (for home address & emergency contact):

<http://www.washington.edu/admin/payroll/contact.html> - Look under "Employee Procedures" in the middle of the page.

******Please tell your Payroll Coordinator what forms have been submitted on-line when turning in the New Hire, W-4 & I-9 forms to them. Thanks.******

****** ALSO - NEW REQUIREMENT: Include copy of Social Security Card and Driver's License, State-issued non driver ID, or Passport with New Hire paper work**** – These documents are necessary since we are required to enter the individual's name into the Payroll system as it is shown on their Social Security Card and we are now required by the Federal Government to enter the individual's gender.******



UNIVERSITY OF WASHINGTON
DIRECT DEPOSIT AUTHORIZATION
PAYROLL

To start or change a direct deposit, a voided check printed with your bank routing number and your account number must be attached.

PLEASE STAPLE HERE!

Financial Aid Direct Deposit must go through Student Fiscal Services.
<http://www.washington.edu/students/sfs/sao/tuition/dirdep.html>

Last Name _____ First Name _____ M. I. _____

Employee Identification Number (EID) _____

Department Box Number _____

Work Telephone Number _____

START Allow two (2) pay periods for processing. Verify your first direct deposit with a representative of your bank.

CHANGE Allow two (2) pay periods for processing. On the first payday you will receive a pay check at your department. The second payday your pay will be directly deposited to your account. Verify this deposit with a representative of your bank on payday to ensure an accurate set-up of this transaction.

STOP A complete and signed Direct Deposit Authorization must be received at the Payroll Office 7 days prior to payday.

Type of Account-CHECK ONE

Checking Savings

Bank Name _____

I UNDERSTAND THAT I MUST SUBMIT A NEW DIRECT DEPOSIT AUTHORIZATION FORM IF I CHANGE BANKS AND/OR ACCOUNTS.
(No other notices are needed if this form is used.)

I authorize the University of Washington to transfer the full amount of my salary, after deductions, to the financial institution named above for deposit to my account.
I understand that if I close my account, I will not receive a salary payment until my bank returns the funds to the University. The University is authorized to terminate this agreement without notice if legally obligated to withhold any part of my salary. This authorization remains in effect until I notify the University of Washington Payroll Office in writing.

Employee's Signature _____ Date _____

Payroll Office,
Box 355655
3903 Brooklyn Ave. N.E.
Seattle, WA 98105-6694
Phone: 206-543-9202 Fax: 206-543-8137

Return Original To:



University of Washington
College of Engineering
Personal Data Form

Social Security Number	Employee Name (Last, First, M.)
Home Department Name	Additional Program or Unit Name (if applicable)

Work Phone	Alternate Work Phone / Cell / Pager	Work County
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Local Address Line 1
Local Address Line 2
City
State
Zip Code
Home Phone Number

Permanent Address (complete if other than local address)
Permanent Address Line 2
City
State
Zip Code

Country of Citizenship (Complete if other than United States)	
Immigrant Status (check one) <input type="checkbox"/> F1-Student <input type="checkbox"/> J1-Exchange Visitor <input type="checkbox"/> H1-Working Visa <input type="checkbox"/> IM-Immigrant <input type="checkbox"/> Other specify:	Date Entered USA (Attach Copy of Visa)
Are you a regularly enrolled student of the University of Washington? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date Visa Expires

Emergency Contact Name	Day Phone	Evening Phone
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Educational Level (check one)			
<input type="checkbox"/> 01 No Academic Credit	<input type="checkbox"/> 04 High Sch. Diploma / Eqv.	<input type="checkbox"/> 07 Assoc of Arts	<input type="checkbox"/> 10 Professional Degree (eg. M.D., D.D.S., J.D.)
<input type="checkbox"/> 02 Grade School	<input type="checkbox"/> 05 Trade Sch. Certificate	<input type="checkbox"/> 08 B.A. / B.S.	<input type="checkbox"/> 11 Ph.D.
<input type="checkbox"/> 03 Some High School	<input type="checkbox"/> 06 Some College	<input type="checkbox"/> 09 M.A. / M.S.	<input type="checkbox"/> 12 Other Degree
Graduation Year of Highest Degree: _____			

Employee Signature	Date
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