

DATE: February 28, 2007
TO: Applicant
FROM: Joan B. Hill
Administrative Assistant
SUBJECT: OPS Personnel Paperwork

Please log into the University's Human Resources website at <http://www.hr.ufl.edu>, "Forms and Publications" and complete the following personnel documents. You will need to bring these completed forms with your IDs to Bldg. 810 to complete the sign-up process. If you have questions, you can contact me at (352) 846-0534. Please schedule an appointment with me in advance.

Please note that these forms must be submitted prior to your first day of employment. If you will not arrive in Gainesville in time to meet with me, then plan on mailing the original documents to me at the address on this letterhead. Please provide ample time for these to arrive via snail mail.

1.) Direct Deposit

- Required by the University
- Attach voided check where noted on form
- We prefer that you forward this paperwork directly to the Payroll Office per the instructions on this form. You may mail the hardcopy to Payroll Services, P.O. Box 113201, 33 Tigert Hall, Gainesville, FL 32611-3201. They will also accept a fax and that # is (352) 846-0166. You are welcome to use our fax.

2.) Emergency Contact and Campus Directory Information

3.) "Four-in-One Form"

- Sections 1 and 2 must be notarized. Do not sign these sections until you are in the presence of the Notary. For your convenience, Elaine Culpepper, Monica Lindberg, and Caprice McRae are Notaries. They are located in the Newins-Ziegler building on UF campus (1st floor). If you live outside of Gainesville, then generally your banking institution can notarize this form for you without a charge. You may complete and sign Sections 3 and 4 without a Notary present.

4.) I-9, Employment Eligibility

- Complete Section 1-"Employee Information and Verification"
- Section 2-"Employer Review and Verification" requires that I examine two documents. Do not complete this section. I will do this for you. The second page of the form explains the ID accepted. A Driver License and Social Security Card are commonly used and recommended since they are required for other documents in this packet.

5.) OPS Application for Employment

- Answer all questions, including job duties.

6.) W-4 Form

- Be sure to include the "Number of W/H Allow." This refers to the number of withholdings. Be sure it is signed. A copy of your Social Security card is required for this form.
- If you do not have or have lost your Social Security Card, go to the local Social Security Office and request a duplicate. Get a receipt (indicating your SS number). This receipt may be used to begin the appointment process. Provide me with a copy of the new card when it is received.
- Please note that if you send us a receipt and not an actual copy of the card, then you have 90 days from the date of hire to provide us with an actual copy of the card. Your appointment will be terminated immediately if an actual copy is not provided within 90 days.**

7.) Foreign National Tax Information Form

- Required for non-US citizens
- Provide copies of the documentation noted on form

8.) If you will be handling animals:

Complete the **Risk Assessment for Animal Contact** form found at <http://www.ehs.ufl.edu/Bio/Files/ACForm.pdf>. Bring verification of your Tetanus immunization if available.

As an employee of the Florida Cooperative Fish & Wildlife Research Unit, you will need to complete two additional forms and provide a copy of a valid Driver's License.

The following forms are located at <http://www.wec.ufl.edu/coop/forms.htm>.

9.) Reporting a Work Related Injury

- o Please read, sign and date this form.

10.) USGS Volunteer Form

- o The dates to insert in 3a are by calendar year. The beginning date will be your first day of employment and the ending date will be December 31st and whatever year you began.
- o Please complete the upper section of page 2 (section 4) with contact information of the person who hired you. It will be one of the following.

Raymond Carthy
Title: Assistant Unit Leader
Phone: (352) 846-0545

Wiley Kitchens
Title: Assistant Unit Leader
Phone: (352) 846-0536

H. Franklin Percival
Title: Unit Leader

Phone: (352) 846-0543

- Only include the above information for your Project Supervisor.
- The Division / Office / Location is "Florida CRU"
- Section 5b is N / A in the blank field.
- Please obtain the signature of one of the above Project Supervisors.

Please contact me at (352) 846-0534 or via email at hillig@ufl.edu if you have questions.