Required Forms for Initial Employment
Hourly Employees

Please indicate the person’s Employee Group on the envelope

Deliver to: 6004 Human Resources -or- 555 S. Howes, 2nd Floor

State Classified

- Compensatory Time Agreement
- Creative Works Policy
- Direct Deposit
- I-9
- PERA Member Information or PERA Exclusion Form
- SSA-1945
- W-4

Non-Student Hourly

- Direct Deposit
- I-9
- PERA Member Information or PERA Exclusion Form
- SSA-1945
- W-4

Student Hourly

Deliver the following to Student Employment, Centennial Hall or Campus Delivery 1065

- I-9
- SSA-1945

Deliver the following to Human Resources, 555 S Howes, 2nd Floor or Campus Delivery 6004

- W-4
- Direct Deposit