

Print / Complete / Sign / Send to HRS (Waterman 228) or Scan & Send via uvm.edu/filetransfer to HRSinfo@uvm.edu

EMPLOYEE INFORMATION - To Be Completed by the Employee				
PeopleSoft ID#(7 digits)		DATE OF BIRTH		
FIRST NAME		LAST NAME, MI		
SEX	• Female • Male		SSN	
PERMANENT MAILING ADDRESS (This is where your W2 will be mailed)			ON CAMPUS ADDRESS	
STREET			BUILDING NAME	
CITY, STATE, ZIP			DEPT. NAME, ROOM NUMBER	
I CERTIFY THAT THE INFORMATION PROVIDED IN THE EMPLOYEE INFORMATION SECTION IS TRUE AND ACCURATE.				
EMPLOYEE SIGNATURE _____			DATE _____	
UVM STUDENT STATUS				
• Not Enrolled • UndergradStudent • Graduate Student				
POSITION INFORMATION ±To be Completed bythe Department Representative				
See NON-EMPLOYEE STUDENT LEADER & INTERN GUIDELINES for additional details orthese individuals				
START DATE		END DATE		BU & DEPT #
• NON-EMPLOYEE VOLUNTEER ±JOB CODE 1006				
Would the University otherwise have to hire an employee to perform these duties? Is this an approved volunteer position (Coach, TREK, etc.)? Is the individual receiving a nominal stipend, which results in a payment less than state minimum wage?Typically, less than \$1000 per semester.				• Yes • No • Yes • No • Yes • No
• NON-EMPLOYEE STUDENT LEADER ±JOB CODE 1001				
Does this position require the individual to be enrolled as an undergraduate or graduate student at UVM?				