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Calendar of Major HR Events

JANUARY

- New Year Holiday, 2 days must be claimed by non-exempt employees (400)
- Remind employees of pending annual leave roll back that will take place in February.
- W-2s will be distributed by the end of January. Employees may view at UAonline.

February

- Annual leave roll takes place – employees lose anything over 240 hours.

March

- Find out which student will be continuing during summer months, that will need to be changed to ST status. This will be processed in April through the Paperless Job Process (PJP).

April

- Personal Holiday needs to be used prior to last pay period in current fiscal year
- Mid month open enrollment will begin
- Prepare memo to request term funded position extensions from appropriate Vice Chancellor/Provost. Once approval received complete job form process. (PNEX is the job change reason)
- Prepare for students PJP continuing over the summer to ST ecls
- Prepare for faculty OCB, using PJP process

May

- Open enrollment due date is usually mid-month
- Student PJP process if not already completed changing to ST ecls
- Review your faculty jobs to be sure OCB or CONF records are entered
- Memorial Day Holiday - be sure non-exempt employees claim holiday leave (400)
- Be sure all less than 12 month staff has OCB record if not complete through PJP process
- Internal and External audits.

June

- Fiscal year end split payroll, be sure time sheets and labor are accurate.
- Job forms for temporary and term funded employees are due.
- Watch Personnel/Payroll Submission Schedule for Personal Holiday Use (cannot use PH during pay period that includes July 1).

July

- Salary schedules often change in new fiscal year, but sure you have the most current.
- Check your faculty for contract extension end (CONE) assignments.

Calendar of Major HR Events

- 4th of July Holiday, be sure non-exempt employees claim holiday leave (400) – two days
- Renewals for Parking are due in August. Remind employees of pre-tax deduction through payroll deduction.
- Change student who worked over the summer from ST to SN through PJP process

August

- Extend student jobs for those returning through PJP process
- Be sure all less than 12 month staff has OCE record if not complete through PJP process
- Check faculty assignments to be sure OCE/CONE record is entered.
- Review to see if any faculty beginning sabbatical leaves assignment for fall.

September

- Labor day Holiday, be sure non-exempts claim holiday leave (400)
- Academic year starts
- Updates for the UAF directory are due

October

November

- Notification of employees whos leave balance exceed the maximum 240 hours
- Thanksgiving Holiday, be sure non-exempt employees claim Thursday and Friday as Holiday leave (400)
- Remind international employees of internal form – docs, W4, 8233
- Remind employees who claim over 9 on their W4 or exempt, they must submit new W4.

December

- SW sends notification to employees who will be exceeding an AL balance of over 240 hours
- Christmas Holiday, 2 holidays need to be claimed by non-exempt employees (400).
- Prepare for Holiday closure – usually 3 days between Christmas and New Year Holidays.
- Remind employees to review W4 and change if applicable.

Throughout the Year Reminders:

- A change in Visa status for international employees requires a new I-9 and International form.
- **EMPLOYEES CANNOT CHANGE JOB ECLS DURING A PAYROLL CYCLE. MUST WAIT TO START NEW EMPLOYEE ECLS AT THE BEGINNING OF NEXT PAYROLL CYCLE.**

Who Receives Leave Accruals

Earnings Code → Ecls ↓	550 Sick Leave	550 Sick Leave Summer	500 Annual Leave	500 Annual Leave Summer	420 Personal Holiday	400 Holiday
A9	Y	*	*	*	*	*
AR	Y	Y	Y	Y	*	Y
CR	Y	Y	Y	Y	*	Y
CT	*	*	*	*	*	*
EX	Y	Y	Y	Y	*	Y
F9	Y	*	*	*	*	*
FN	Y	*	*	*	*	*
FR	Y	Y	Y	Y	*	Y
FT	*	*	*	*	*	*
FW	*	*	*	*	*	*
GN	*	*	*	*	*	*
GT	*	*	*	*	*	*
NR	Y	Y	Y	Y	Y	Y
NT	*	*	*	*	*	*
NX	Y	Y	Y	Y	*	Y
SN	*	*	*	*	*	*
ST	*	*	*	*	*	*
XR	Y	Y	Y	Y	*	Y
XT	*	*	*	*	*	*
XX	Y	Y	Y	Y	*	Y

ACCRUAL RATES

Annual Leave

Annual leave for full-time employees is earned as follows (pro-rated for part-time):

- 5.54 hours per pay period during the first 5 years of employment
- 6.46 hours per pay period during years 6 through 10
- 7.38 hours per pay period after 10 years of employment

Sick Leave

Full-time employees accrue 4.62 hours per pay period (if they are in pay status for the entire pay period), while part-time employees earn an amount based on the percentage of full-time hours they work per pay period.

Example

November 2010 - December 2010

November 2010

S	M	T	W	T	F	S	
	1	2	3	4	5	6	R23
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	R24
21	22	23	24	25	26	27	
28	29	30					

December 2010

S	M	T	W	T	F	S	
			1	2	3	4	R25
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	R26
19	20	21	22	23	24	25	
26	27	28	29	30	31		R1 2011

- Days in pay period are shaded (ie: November 7 – 20 shaded blue).
- Shaded Friday matches the shaded pay period when you actually receive your pay check for days worked (ie: December 3 shaded same blue).
- The payroll run number corresponding to those days worked is at the end of the pay period (i.e, R24).

UAF 2010 Personnel / Payroll Submission Schedule

Payroll Run #	Pay Period	HR Forms* Due 2 PM	Timesheets Due 12 PM	Payday	Holidays and Alerts
R1	20-Dec-09 to 02-Jan-10	16-Dec-09	4-Jan-10	15-Jan-10	Dec 24, 25, 31 & Jan 01 Closure Dec 28, 29, 30
R2	03-Jan-10 to 16-Jan-10	8-Jan-10	15-Jan-10	29-Jan-10	
R3	17-Jan-10 to 30-Jan-10	22-Jan-10	1-Feb-10	12-Feb-10	Ak Civil Rights Day Jan 18
R4	31-Jan-10 to 13-Feb-10	5-Feb-10	15-Feb-10	26-Feb-10	Annual leave roll occurs Use or lose AL >240 hours
R5	14-Feb-10 to 27-Feb-10	19-Feb-10	26-Feb-10	12-Mar-10	Banner 8 Upgrade Banner down 3/4 - until possibly 3/12
R6	28-Feb-10 to 13-Mar-10	5-Mar-10	15-Mar-10	26-Mar-10	Spring Recess - Mar 12
R7	14-Mar-10 to 27-Mar-10	19-Mar-10	29-Mar-10	9-Apr-10	
R8	28-Mar-10 to 10-Apr-10	2-Apr-10	12-Apr-10	23-Apr-10	
R9	11-Apr-10 to 24-Apr-10	16-Apr-10	26-Apr-10	7-May-10	Open Enrollment Begins
R10	25-Apr-10 to 08-May-10	30-Apr-10	10-May-10	21-May-10	
R11	09-May-10 to 22-May-10	14-May-10	24-May-10	4-Jun-10	Open Enrollment Ends
R12	23-May-10 to 05-Jun-10	28-May-10	7-Jun-10	18-Jun-10	Memorial Day - May 31
R13	06-Jun-10 to 19-Jun-10	11-Jun-10	21-Jun-10	2-Jul-10	Last pay period to use Personal Holiday FY10
R14	20-Jun-10 to 03-Jul-10	23-Jun-10	1-Jul-10	16-Jul-10	No personal holiday use
R15	04-Jul-10 to 17-Jul-10	9-Jul-10	19-Jul-10	30-Jul-10	Independence Day - July 5 & 6 May use personal holiday FY11
R16	18-Jul-10 to 31-Jul-10	23-Jul-10	2-Aug-10	13-Aug-10	
R17	01-Aug-10 to 14-Aug-10	6-Aug-10	16-Aug-10	27-Aug-10	
R18	15-Aug-10 to 28-Aug-10	20-Aug-10	30-Aug-10	10-Sep-10	
R19	29-Aug-10 to 11-Sep-10	2-Sep-10	13-Sep-10	24-Sep-10	Labor Day - Sept 6
R20	12-Sep-10 to 25-Sep-10	17-Sep-10	27-Sep-10	8-Oct-10	
R21	26-Sep-10 to 09-Oct-10	1-Oct-10	11-Oct-10	22-Oct-10	
R22	10-Oct-10 to 23-Oct-10	15-Oct-10	25-Oct-10	5-Nov-10	
R23	24-Oct-10 to 06-Nov-10	29-Oct-10	8-Nov-10	19-Nov-10	
R24	07-Nov-10 to 20-Nov-10	11-Nov-10	18-Nov-10	3-Dec-10	
R25	21-Nov-10 to 04-Dec-10	24-Nov-10	6-Dec-10	17-Dec-10	Thanksgiving Nov 25 & 26
R26	05-Dec-10 to 18-Dec-10	8-Dec-10	16-Dec-10	31-Dec-10	payroll will extract 12/16/10 payroll runs 12/23/10
*Includes job forms and payroll deductions					
EARLY SUBMISSION REQUIRED		2010 FISCAL YEAR ENDS			

UAF 2011 Personnel / Payroll Submission Schedule

Payroll Run #	Pay Period	HR Forms* Due 2 PM	Timesheets Due 12 PM	Payday	Holidays and Alerts
R1	19-Dec-10 to 01-Jan-11	9-Dec-10	16-Dec-10	14-Jan-11	Dec 23, 24 & Dec 30, 31 Closure Dec 27, 28, 29
R2	02-Jan-11 to 15-Jan-11	7-Jan-11	14-Jan-11	28-Jan-11	
R3	16-Jan-11 to 29-Jan-11	21-Jan-11	31-Jan-11	11-Feb-11	Ak Civil Rights Day Jan 17
R4	30-Jan-11 to 12-Feb-11	4-Feb-11	14-Feb-11	25-Feb-11	Annual leave roll occurs Use or lose AL >240 hours
R5	13-Feb-11 to 26-Feb-11	18-Feb-11	28-Feb-11	11-Mar-11	
R6	27-Feb-11 to 12-Mar-11	4-Mar-11	14-Mar-11	25-Mar-11	
R7	13-Mar-11 to 26-Mar-11	18-Mar-11	28-Mar-11	8-Apr-11	Spring Recess - Mar 18
R8	27-Mar-11 to 09-Apr-11	1-Apr-11	11-Apr-11	22-Apr-11	
R9	10-Apr-11 to 23-Apr-11	15-Apr-11	25-Apr-11	6-May-11	
R10	24-Apr-11 to 07-May-11	29-Apr-11	9-May-11	20-May-11	
R11	08-May-11 to 21-May-11	6-May-11	23-May-11	3-Jun-11	Faculty Off Contract 5/22/11 (Standard Academic Year)
R12	22-May-11 to 04-Jun-11	27-May-11	6-Jun-11	17-Jun-11	Memorial Day - May 30
R13	05-Jun-11 to 18-Jun-11	10-Jun-11	20-Jun-11	1-Jul-11	Last pay period to use Personal Holiday FY11
R14	19-Jun-11 to 02-Jul-11	24-Jun-11	30-Jun-11	15-Jul-11	No personal holiday use
R15	03-Jul-11 to 16-Jul-11	8-Jul-11	18-Jul-11	29-Jul-11	Independence Day - July 4 & 5 May use personal holiday FY12
R16	17-Jul-11 to 30-Jul-11	22-Jul-11	1-Aug-11	12-Aug-11	
R17	31-Jul-11 to 13-Aug-11	5-Aug-11	15-Aug-11	26-Aug-11	
R18	14-Aug-11 to 27-Aug-11	19-Aug-11	29-Aug-11	9-Sep-11	Faculty On Contract 8/21/11 (Standard Academic Year)
R19	28-Aug-11 to 10-Sep-11	1-Sep-11	12-Sep-11	23-Sep-11	Labor Day - Sept 5
R20	11-Sep-11 to 24-Sep-11	16-Sep-11	26-Sep-11	7-Oct-11	
R21	25-Sep-11 to 08-Oct-11	30-Sep-11	10-Oct-11	21-Oct-11	
R22	09-Oct-11 to 22-Oct-11	14-Oct-11	24-Oct-11	4-Nov-11	
R23	23-Oct-11 to 05-Nov-11	28-Oct-11	7-Nov-11	18-Nov-11	
R24	06-Nov-11 to 19-Nov-11	11-Nov-11	17-Nov-11	2-Dec-11	
R25	20-Nov-11 to 03-Dec-11	25-Nov-11	5-Dec-11	16-Dec-11	Thanksgiving Nov 24 & 25
R26	04-Dec-11 to 17-Dec-11	9-Dec-11	19-Dec-11	30-Dec-11	
*Includes job forms and payroll deductions					
EARLY SUBMISSION REQUIRED		2011 FISCAL YEAR ENDS			

Understanding the UAF Personnel / Payroll Submission Schedule

The submission calendar was designed to identify the University of Alaska’s payroll cycles and inform the HR community of submission timelines and special events to ensure all employees are paid in a timely manner.

The first payroll paid in a calendar year is numbered “1” and we normally have 26 payroll cycles in a year. Our payroll cycles are often referred to as pay periods, payroll runs, or RXX. The XX would stand for the specific pay period’s number. This information can be found in the Payroll Run # section of the submission calendar.

The University of Alaska’s payroll cycle covers two weeks. This payroll cycle starts on Sunday and ends on Saturday. Pay is received the 2nd Friday after the cycle ends. This information is contained in the Pay Period/Payday sections of the submission calendar.

UAF 2010 Personnel / Payroll Submission Schedule

Payroll Run #	Pay Period	HR Forms* Due 2 PM	Timesheets Due 12 PM	Payday	Holidays and Alerts
R23	24-Oct-10 to 06-Nov-10	29-Oct-10	08-Nov-10	19-Nov-10	
R24	07-Nov-10 to 20-Nov-10	11-Nov-10	18-Nov-10	03-Dec-10	
R25	21-Nov-10 to 04-Dec-10	24-Nov-10	06-Dec-10	17-Dec-10	
					Thanksgiving Nov 25 & Nov 26
R26	05-Dec-10 to 18-Dec-10	08-Dec-10	16-Dec-10	31-Dec-10	Payroll will extract 12/16/10, payroll runs 12/23/10
*Includes job forms and payroll deductions					
EARLY SUBMISSION REQUIRED		10 FISCAL YEAR END			
Submission dates subject to change for system updates					

All job forms and payroll deductions should be received in UAF HR by the date listed under the HR Forms* Due 2 PM section of the submission schedule. This date is “NORMALLY” the first Friday of that pay period. We request the paperwork by that date so that all data entry can be performed by close of business on the following Friday. When there is a need to request the paperwork earlier this column will be highlighted. In the case of R25, the date is early to accommodate for the short keying week due to the holiday the following pay period.

All timesheets should be received in UAF HR by the date listed under the Timesheets Due 12 PM section of the submission schedule. This date is “NORMALLY” the Monday after the end of that pay period. We request the timesheets by that date as that is when the Initial PHPTIME process runs. The Initial PHPTIME process pulls all current employees’ job records and deductions into the payroll process. This week is often referred to as a “payroll key week”. You may also note that this week is the start of the new/next pay period. If we require an early submission of timesheets this section would be highlighted. In the case of R24 and R26, the date is on the Thursday prior to the normal Monday submission request.

Understanding the UAF Personnel / Payroll Submission Schedule

This early submission request for R24 is due to the holiday on Thursday and Friday November 25 and 26, 2010. Monday would have been the normal submission date; however, the Initial PHPTIME process will run on Thursday so that the payroll offices will have a full 5 days to key payroll.

The University of Alaska employees are paid on every other Friday. This date will be listed under the Payday section of the submission schedule. The payday is normally the Friday before the end of pay period.

eg: The payday for R23 is November 19, 2010.

November 19, 2010 is the last Friday in the pay period of R24.

Information that may affect the submission schedule or items of interest to the HR community will be listed under the Holidays and Alerts section of this schedule.

There is a key at the bottom of the schedule. This reminds us that HR Forms include job forms and payroll deductions, early submissions are highlighted in yellow, the fiscal run is highlighted in red, submission dates may change due to system updates which might cause system outages, and the date the document was revised and where it resides.

2010 - 2011 FY11

Chart of Pay Periods and Labor Distributions

Jul 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sep 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 2010

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 2010

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

BEGIN DATE	END DATE	RUN # LD #	# DAYS IN THE PP	PAY DATE	# PPs REMAINING
7/1/10	7/3/10	R14	2	7/16/10	25.9
7/4/10	7/17/10	R15	10	7/30/10	24.9
7/18/10	7/31/10	R16	10	8/13/10	23.9
8/1/10	8/14/10	R17	10	8/27/10	22.9
8/15/10	8/28/10	R18	10	9/10/10	21.9
8/29/10	9/11/10	R19	10	9/24/10	20.9
9/12/10	9/25/10	R20	10	10/8/10	19.9
9/26/10	10/9/10	R21	10	10/22/10	18.9
10/10/10	10/23/10	R22	10	11/5/10	17.9
10/24/10	11/6/10	R23	10	11/19/10	16.9
11/7/10	11/20/10	R24	10	12/3/10	15.9
11/21/10	12/4/10	R25	10	12/17/10	14.9
12/5/10	12/18/10	R26	10	12/31/10	13.9
12/19/10	1/1/11	R1	10	1/14/11	12.9
1/2/11	1/15/11	R2	10	1/28/11	11.9
1/16/11	1/29/11	R3	10	2/11/11	10.9
1/30/11	2/12/11	R4	10	2/25/11	9.9
2/13/11	2/26/11	R5	10	3/11/11	8.9
2/27/11	3/12/11	R6	10	3/25/11	7.9
3/13/11	3/26/11	R7	10	4/8/11	6.9
3/27/11	4/9/11	R8	10	4/22/11	5.9
4/10/11	4/23/11	R9	10	5/6/11	4.9
4/24/11	5/7/11	R10	10	5/20/11	3.9
5/8/11	5/21/11	R11	10	6/3/11	2.9
5/22/11	6/4/11	R12	10	6/17/11	1.9
6/5/11	6/18/11	R13	10	7/1/11	0.9
6/19/11	6/30/11	R14	9	7/15/11	0
			261		

Jan 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Feb 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mar 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Apr 2011

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jun 2011

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Banner HR Disposition Codes

LR	ADJ MM	ADJ CM	ADJ CC	ADJ MC	REG	Disposition	Description	Requires action from Payroll	Process that updates to next disposition
					X	05	Awaiting re-extract	An error exists that needs correcting. See PHRDERR report	Phptime re-extract (id specific or group)
					X	10	Awaiting time entry	Key in time entry from timesheet	entering time on PHAHOURL and committing
					X	15	Awaiting correction	An error exists that needs correcting. See PHRDERR report	entering correction
					X	20	Awaiting Proof		Phpprof
					X	25	Awaiting Leave		Phpleav
		X	X			27	Pre-Balance Calc	Enter the adjustment. Select Balance option and commit	(Balance Process in PHAADJT)
		X	X			28	Pre-Approve Calc	Select Approve option and commit	(Approval Process in PHAADJT)
			X		X	30	Awaiting Calc	If using PHAADJT, payroll must do Shift F6, option, payroll calc. No entry required for reg. run.	Phpcalc
				X		37	Pre-Balance check	Enter the adjustment. Select Balance option and commit	(Balance Process in PHAADJT)
				X		38	Pre-Approve check	Select Approve option and commit	(Approval Process in PHAADJT)
			X	X	X	40	Awaiting Docm		Phpdcm
			X	X	X	42	Awaiting Check		Php2chk
	X	X	X	X		47	Pre-Balance update	All adj's start at 47. requires entry on PHAADJT. After posn is entered and committed, disp will change for CM/CC/MC	For CM/CC/MC entering the posn and committing on PHAADJT. For MM, entering the adjustment and selecting the Balance Process in PHAADJT
X	X					48	Pre-Approve update	Select Approve option and commit	(Approval Process in PHAADJT)
	X	X	X	X	X	50	Awaiting Update		Phpupdt
X	X	X	X	X	X	60	Finance extract		Phpfexp
X	X	X	X	X	X	62	Staff Benefit Program		PHP2FEX
X	X	X	X	X	X	65	Finance Interface/feed		Nhpfin2
X	X	X	X	X	X	70	Complete		Completed

NAME/ADDRESS CHANGE CHECKLIST

ACTION: NAME/ADDRESS CHANGE	STUDENTS	REGULAR STAFF	REGULAR FACULTY	TEMPORARY FACULTY	TEMPORARY/ EXTENDED
Social Security Card *	X	X	X	X	X
CHANGE Form: http://www.alaska.edu/hr/forms/PDF_ent/change_form_b032_ent.pdf	X	X	X	X	X
Federal Withholding (W-4): http://www.alaska.edu/hr/forms/PDF_ent/fw4_08_ent.pdf	X	X	X	X	X
ORP (Optional Retirement): http://www.alaska.edu/HR/benefits/retirement/vendors.xml			Contact Fund Sponsor		
Beneficiary (PERS/TRS): http://www.state.ak.us/drb/forms/02-822.pdf?image.x=205&image.y=18&selecturl=http%3A%2F%2Fwww.state.ak.us%2Fdrb%2Fforms%2F02-822.pdf		X	X		
Beneficiary Pension: http://www.alaska.edu/HR/benefits/retirement/vendors.xml		Contact Fund Sponsor	Contact Fund Sponsor	Contact Fund Sponsor	
Beneficiary Basic Life/Optional Life: http://www.alaska.edu/hr/forms/PDF_ent/benef_desig_b110_ent.pdf		X	X		
Pension (Fund Sponsor): http://www.alaska.edu/HR/benefits/retirement/vendors.xml		X	X		
Social Security Form	Optional (ask)	Optional (ask)	Optional (ask)	Optional (ask)	Optional (ask)
* New name must be on Social Security Card.					

**NEW HIRE
Employee Checklist & Forms**

Employee Name:

Employee ID#

Department:

TKL:

PPA/Phone #:

Please do not submit paperwork to HR until the following required ("R") documents have been received and completed appropriately:

All Employees: (required ("R") documentation for **all** employees additional items required for International employees, see below)

R **Job Form** the UAKjobs job form must be attached (print from get reports on hiring proposal tab)

R [Personal Demographic Information Form](#)

R [Form W-4](#)

R [Form I-9](#) (w/ copies of supporting documentation)

R [Notification of Previous Injury and Illness form](#)

Please do not hold paperwork if unable to obtain anything below (except see International documents).

Other: (for all employees) will not hold up banner data entry

Signed Appointment Letter (if applicable)

Copy of Social Security Card (required by UAF HR for IRS compliance) Letter indicating they have applied for a replacement is acceptable

[Auto Deposit](#) (optional)

[Employment of Immediate Family Members Disclosure Form](#)

[Employment or Service Outside UA Disclosure Form – student/staff](#)

[Employment or Service Outside UA Disclosure Form - Faculty](#)

Regular Employees: (employees who are benefit eligible)

[Schedule New Employee Orientation](#) – call UAF HR 907.474.7700

Union/Faculty:

[Union CBAs](#)

[Union Dues Form \(local 6070\)](#)

[Union Dues Form \(F9 Regular Faculty\)](#)

[Union Dues Form \(A9 Regular Faculty\)](#)

[Union Dues Form \(Adjunct Faculty\)](#)

Students:

[Student Status Verification form](#)

Foreign Nationals: *F-1 and J-1 Employees MUST be referred to OIP for SS application process.

[Social Security Card Application \(SS-5 Form\)*](#)

[Consent for Release*](#) (if no social security # submit when applying)

[International Form](#)

Retirees:

[Social Security Exemption for Temporary Employees](#)

FORMS LINK: http://www.alaska.edu/hr/forms/az_index.xml

Notations:

New Hire Documentation Checklist Foreign Worker

Name: _____

ID #: _____

Country of Residency: _____

Visa Status: _____

- Ensure employee has checked in with the Office of International Programs
- Social Security card or receipt of application for Social Security card (give Consent for Release form to employee to take to SS office)
- [PPAIDEN Form](#)
- [Notice of Previous Illness and Injury](#)
- [Enterable I9](#)
See I-9 instructions for acceptable documents. If a passport is presented, for list A, it must be accompanied by I-94 and work authorization document
- [NRA W4](#) (MUST be Single, 1 Allowance, and 'NRA' written on the dotted line for #6)*
Exceptions for India, Canada, Mexico, American Samoa, & Northern Mariana Islands (see exceptions list)
- Passport (Canadian residents are exempt)
- Visa (Canadian residents are exempt)
- I-94
- [Enterable UA International Form](#)

Work Authorization Document (one of the following)

- I-20 (F1 Visa holders) All pages
AND
- Employment Authorization Card if on Optional Practical Training
- DS-2019 (J1 Visa holders)
- I-797 (H1B Visa holders)

THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974.

WHY USE FEDERAL WORK STUDY?

It is time once again to qualify your student employees for Federal Work Study. I would like to share with you some information regarding Federal Work Study and how it can benefit students as well as your department. For those of you who are not familiar with Federal Work Study, I will briefly explain:

What is Federal Work Study?

The Federal Work Study Program provides jobs for undergraduate and graduate students that demonstrate a financial need, allowing those students to earn money to help pay for their educational expenses.

Who qualifies for Federal Work Study?

Students must complete the FAFSA application (Free Application for Federal Student Aid). This application can be completed on line at www.fafsa.ed.gov. This is a qualifying applications students need to file for and Federal or State aid. Depending on the results of a student's FAFSA application and other sources of aid the student is receiving they may qualify for Federal Work Study.

How do I know if I have students that qualify?

Each PPA can email me a list of their department's student employees. I will verify that each of them meet the criteria for Federal Work Study and let you know who is eligible.

How does Federal Work Study benefit your department?

The Federal Government pays for 50 percent of the student's wages during their employment under the Federal Work Study Program. This allows departments to expand their student labor pool.

How does Federal Work Study benefit your students?

When a student qualifies for Federal Work Study all wages earned can be excluded from their adjusted gross income when completing the FAFSA for the next academic year. This benefit will reduce a student's Expected Family Contribution and make them more likely to qualify for Federal Work Study based on the calculation that the U.S. Department of Education uses to determine a students' need.

If you would like additional information you can visit our web site at <http://www.uaf.edu/finaid/types/employment.html> or feel free to contact me with any questions you may have regarding the Federal Work Study program.

Deanna Dieringer, fdld@uaf.edu, 474-6629
Financial Aid Office