

# University of Alaska Anchorage

## New Employee Information: Adjunct Faculty

Name: \_\_\_\_\_

UAA Department: \_\_\_\_\_

### Information

**Please check to indicate you have received the following information. Contact UAA Human Resource Services if you have any questions regarding any of the information below.**

- Campus Safety Information:  
[www.uaa.alaska.edu/safety](http://www.uaa.alaska.edu/safety)
- Code of Ethics for Public Employees:  
<http://www.uaa.alaska.edu/humanresources/procedures/employee-ethics.cfm>
- Equal Protection Rights @UAA  
<http://www.uaa.alaska.edu/diversity/>
- Union Collective Bargaining Agreement (CBA) for represented Adjuncts  
<http://www.alaska.edu/hr/labor/adjuncts/PDF/adj2005-2007cba.pdf>
- Employee ID Card, Wolfcard (Visit the Wolfcard office in the University Center)

### Required Forms

The forms below are available on the UAA HRS Website

<http://www.uaa.alaska.edu/humanresources/>, select “HRS Processes”

The forms below should be provided to you by your hiring department. If you were employed with UAA within the last 90 days and have previously completed an of the forms below, you do not have to complete them again unless they require updating.

- Employment Eligibility Verification, I9 Form
- Adjunct Union Service Fee, Salary Reduction agreement (provide the form to represented adjuncts only)
- IRS W-4
- Notification of Previous Injury or Illness
- UA Employment Application
- Personal Demographic Form
- Ethics Disclosure (Nepotism)
- Ethics Disclosure (Outside Employment)

### Miscellaneous Optional Forms:

**Complete these forms if you wish to participate**

- Automatic Deposit Form
- Tax Deferred Annuity, Salary Reduction Election

### Submitting Forms (department/employee)

- Check all boxes to indicate information/forms were provided, and sign this checklist
- Make a copy of completed forms you wish to retain for your personal records
- Attach completed forms to this checklist and submit the packet to Human Resource Services, HRS, along with department hiring documents (i.e. job form).
- All forms should be submitted to HRS as soon as possible to avoid delays in payroll processing

### Other Important Information:

- UAA Parking Services, 786-1119, call for information regarding parking permits
- YAA Call Team, 786-1103, providing safety escorts, vehicle jump starts and unlocks (Anchorage campus only)
- UAA Police Department, 786-1120 (Anchorage campus only) available 24 hours a day for emergency assistance.

New Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

