

University of Alaska Anchorage
New Employee Information: Temporary
(Not for use with student hires)

Employee 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.

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| <ul style="list-style-type: none">▪ Campus Safety Information:
www.uaa.alaska.edu/safety▪ Code of Ethics for Public Employees:
http://www.uaa.alaska.edu/humanresources/procedures/employee-ethics.cfm | <ul style="list-style-type: none">▪ Equal Protection Rights @UAA
http://www.uaa.alaska.edu/diversity/▪ Union Collective Bargaining Agreement (CBA) for Local 6070
http://www.alaska.edu/hr/labor/local6070/table.xml▪ Employee ID Card, Wolfcard (Visit the Wolfcard office in the University Center) |
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Required Forms

**The forms below are available on the UAA HRS Website
<http://www.uaa.alaska.edu/humanresources/>, select “HRS Processes”**

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| <ul style="list-style-type: none"><input type="checkbox"/> Employment Eligibility Verification, I9 Form<input type="checkbox"/> Agreement to Assign and Maintain Confidentiality of Intellectual Property (not required for faculty)<input type="checkbox"/> Local 6070 Union Service Fee, Salary Reduction agreement (provide the form to Local 6070 temporaries only) | <ul style="list-style-type: none"><input type="checkbox"/> Notification of Previous Injury or Illness<input type="checkbox"/> UA Employment Application<input type="checkbox"/> Personal Demographic Form<input type="checkbox"/> Ethics Disclosure (Nepotism)<input type="checkbox"/> Ethics Disclosure (Outside Employment)<input type="checkbox"/> IRS W-4 |
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Miscellaneous Optional Forms:

Complete these forms if you wish to participate

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| <input type="checkbox"/> Automatic Deposit Form | <input type="checkbox"/> Tax Deferred Annuity, Salary Reduction Election |
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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.

Employee Signature: _____ Date: _____

