

NEW HIRES – REQUIRED DOCUMENTATION

This list identifies documents VCAA/HR needs to process new hires. Depending on the type of hire, some of the documents listed are necessarily provided to VCAA/HR before an offer can be made to the applicant. Other documentation will be provided with the PAW/PAD. Ultimately, however, all of these documents must be provided.

Faculty and P&A

PAW (Personnel Action Worksheet)
I-9 (attach copies of documents verified)
W-4
Direct deposit form
HRIF (Human Resources Information Form)
Hiring Certification/Verification Form
Certified graduate transcript
CV/Resume
Offer Letter

Faculty and P&A – Without Salary (WOS)

PAW (Personnel Action Worksheet)
HRIF (Human Resources Information Form)
CV/Resume
Offer Letter

Faculty - Visiting

PAW (Personnel Action Worksheet)
I-9 (attach copies of documents verified)
W-4
Direct deposit form
HRIF (Human Resources Information Form)
Hiring Certification/Verification Form
Certified graduate transcript
CV/Resume
Offer Letter

Graduate Student

PAW (Personnel Action Worksheet)
I-9 (attach copies of documents verified)
W-4
Direct deposit form
HRIF (Human Resources Information Form)
Offer Letter

International Faculty, P&A, and Graduate Students

PAW (Personnel Action Worksheet)
I-9 (attach copies of documents verified)
W-4
Direct deposit form
HRIF (Human Resources Information Form)
Hiring Certification/Verification Form
Certified graduate transcript (except for Grad Students)
CV/Resume
Offer Letter
Other forms if applicable:
 Social Security Application
 Tax Treaty forms
 Form W-8BEN
 Substantial Presence Test
 Alien Information Request Form

For more information, go to:
www1.umn.edu/ohr/payroll/international

Civil Service and Bargaining Unit

PAD (Personnel Action Document)
I-9 (attach copies of documents verified)
W-4
MSRS (MN State Retirement System)
Direct deposit form
HRIF (Human Resources Information Form)
Hiring Certification Form for Final Candidate
Application Requirement Form
Copy of Application

Undergraduate Student and Temp/Casual

PAD (Personnel Action Document)
I-9 (attach copies of documents verified)
W-4
Direct deposit form
HRIF (Human Resources Information Form)

Temp No-Post

PAD (Personnel Action Document)
I-9 (attach copies of documents verified)
W-4
Direct deposit form
HRIF (Human Resources Information Form)
Hiring Certification Form for Final Candidate
Application Requirement Form
Copy of Application