Welcome to University Housing student employment! As a new employee, there are some forms you will need to complete and submit to Human Resources before you can begin work. If you do not complete these items before 4:30pm on your deadline date, we will assume you’re no longer interested in employment.

Before going to HR, complete the electronic I-9 Employment & Eligibility Verification Form through the Compli-9 website.

a. **IMPORTANT!** You will receive two emails from a Human Resources representative that will include your user credentials and link to the Compli-9 website. The subject line of these emails will be “University of Wisconsin-Madison New Hire Requirements”
   i. **NOTE:** Once you log into Compli-9, you must complete the entire form at that time, as your user credentials are only good for one login session!

b. **International students Only:**
   i. When you log into the Compli-9 website, you will be asked to check one of four boxes attesting to your citizenship status. Please see below for definitions:
      1. “**A noncitizen national of the United States**” only refers to individuals who were born in certain Pacific islands.
      2. “**An alien authorized to work**” is the status that the vast majority of our international students fall into
   ii. Alien Work Until Date, can be found on line 5 of your I-20 or line 3 of your DS-2019 (whichever applies)
   iii. You will need to provide your Form I-94 Admission Number (the 11 digit number at the top left corner of your I-94 card or go to www.cbp.gov/i94 to retrieve it electronically).

2. **Bring your original, unexpired pieces of identification** to HR so the I-9 form can be completed. Photocopies will not be accepted. Common forms include:
   a. A United States Passport, OR
   b. A valid photo ID AND a social security card or birth certificate, OR
   c. A foreign passport with an I-20 (or DS-2019 for J-1 students) and I-94

3. **Bring a completed W-4 tax form** to HR
   a. The address on the W-4 is the address used to mail your end-of-year W-2 tax form

4. **Bring a completed Direct Deposit form** to HR

5. **If you are under 18 years old**, you will need to bring a child labor permit to HR.

Please complete these steps as soon as possible, as we’re looking forward to bringing you on board our team!

*University Housing Human Resources is located in:*

Slichter Hall, Room 34    •    625 Babcock Drive    •    Madison, Wisconsin 53706    •    Phone: 608-262-2766

[www.housing.wisc.edu/jobs](http://www.housing.wisc.edu/jobs)    •    Monday - Friday, 7:45am – 4:30pm