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.

1. **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 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**

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 15 ----- 625 Babcock Drive Madison, Wisconsin 53706 ----- Phone: 608-262-2766
www.housing.wisc.edu/jobs_ ----- Monday - Friday, 7:45am – 4:30pm