

Introduction

This page has been designed to provide assistance with completing the hiring forms:

- Form I-9
- Direct Deposit Form
- Disclosure of Outside Activities
- Loyalty Oath & Intellectual Property Agreement

For questions, please contact Recruitment & Staffing at employment@ufl.edu.

Reminder: In the USA, the date is written **month/day/year**. Please be sure to check that dates you have entered on any of the hiring forms are written in the correct format.

Form I-9

1. If you do not have a social security number, you should continue to complete the form and leave that field blank.
2. If anyone helped you complete the Form I-9, please ensure the name, address and date of completion is entered correctly in the section Preparer and/or Translator Certification.
3. Document List: On your first day of work please bring **one document from LIST A or one document from LIST B and one from LIST C.**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Direct Deposit Form

1. The routing number is very important as this identifies the bank. When entering the details on the deposit form, look at your check carefully. The check may show an ACH Routing Transit number and, if so, this must be used instead of the Bank Routing Number (see example below).
2. Note that the check number should not be indicated anywhere on the direct deposit form.

The image shows a sample check with several callouts highlighting important information for direct deposit:

- ACH R/T 28237356**: A callout points to the ACH Routing / Transit # field.
- Routing #**: A callout points to the routing number 123456789, with the instruction "Between the @ symbols".
- Account #**: A callout points to the account number 0001234567890, with the instruction "Include all zeros".
- DO NOT INCLUDE Check Number**: A callout points to the check number field, which is crossed out with a red line.

The check itself includes the following information:

- Payee: Johnathan Doe, 1200 Main St, Anytown, CA 12345
- DATE: 10-4-2000
- Amount: \$ []
- Pay to the order of: []
- Bank Name: 557 Melanie Ln., San Diego, CA 92123
- Routing #: 123456789
- Account #: 0001234567890
- Check Number: ~~12304~~

Disclosure of Outside Activities

1. If you have any activities to report that are outside of your employment with the University of Florida, you will need to check the box "I have activities to report and I will submit the appropriate form to the chair/supervisor or dean/director on or before my first day of work".
2. The forms can be found at the websites shown on the form. Please select the relevant form (either out-of-unit or in-unit). Print out and complete the form, and bring with you on your first day of work. Please contact your department if you are unsure about which form is appropriate for you.

If you check the second box, then print and complete the appropriate form and bring with you on your first day of work.

Affirmation

I affirm and certify that I understand and will comply with the University's policies on conflict of interest, outside activities and financial interests.

Please check one:

1. I have no outside activities to report.
2. I have activities to report and I will submit the appropriate form to my chair/supervisor or dean/director on or before my first day of work.*

You may download and print the appropriate form at:

<http://generalcounsel.ufl.edu/media/ufledu/content-assets/generalcounselufedu/documents/AppendixB2.pdf>
<http://generalcounsel.ufl.edu/media/generalcounselufedu/documents/COI.pdf>

Loyalty Oath & Intellectual Property Form

1. Please print this form and bring with you on your first day of work. If you do not have access to a printer, your department will provide a copy of the form when you arrive.
2. Please complete the form and have it notarized on your first day of work. If your department does not have a notary, they will arrange one for you. A fee will not be charged for this service.
3. If you are not a citizen of the United States, you may note this on the Loyalty Oath when you sign the form.

If you are not a citizen of the United States, you may delete the words "the United States of America". Write the name of the country of which you are a citizen, above the delete line, as shown in this example.



Section 1—LOYALTY OATH	<i>The United Kingdom</i>
I, the above-named citizen of the state of Florida and the United States of America, and being employed by or an officer of the University of Florida and a recipient of Public Funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the state of Florida.	
SIGNED _____	DATE _____
State of Florida, County of _____	
The foregoing instrument was acknowledged before me this _____ by _____, who is personally known to me or who has produced _____ as identification and who did take an oath.	
_____ (Notary Signature)	Notary Certificate No. _____
_____ (Name Typed)	