

## Office of Regional Centers and Online Programs New/Rehire UT Martin Employee:

Welcome to UTM!

Prior to being set-up in the UT payroll system, you must complete the appropriate paperwork. Forms you are required to complete are listed below and are in the packet that is attached:

The New/Rehire Paperwork Packet should be completed by persons who have never been employed by the University of Tennessee at Martin or who have been deactivated and are being rehired.

Please note that all forms with asterisks (\*) are required forms that must be submitted as originals to the Department of Human Resources on or before the new employee's hire date.

- I-9 Form: due to the time sensitivity nature of your I-9, we ask that you email pg. 1 along with your acceptable documents today. A list of acceptable documents are included. Original, unexpired documents must be presented at the time the packet is submitted. Please send a color copy.
- W-4 Form
- Direct Deposit Form: requires a voided check or documents listing the account number and transit routing number.
- Authorization of Disclosure Sheet
- Personal Data Sheet
- Release of Final Pay Form
- Background Check Form
- Application for Employment Sheet

Once you have the forms filled out, you may scan and email me the copies and PUT THE ORIGINALS IN THE MAIL. You may also deliver them in person to us at the Martin campus. All signatures must be your own (no digital signatures are allowed).

An Affirmative Action Identification form is optional. The link is attached below.

<https://app.perfectforms.com/PresentationServer/Form.aspx/Play/jSNhAgME?f=jSNhAgME> <<https://app.perfectforms.com/PresentationServer/Form.aspx/Play/jSNhAgME?f=jSNhAgME>>

If you have any questions about the paperwork please do not hesitate to contact me.

Thank you,

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### Our return address is:

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