Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As a new University of Oregon employee, you will need to complete hire documents as soon as possible. Prompt completion of the hire packet materials is important for early creation of your employee record and contract. Once the data is entered in our HRIS (Human Resource Information System), you will be able to enroll in benefits 90 days prior to your contract start date. Network Services will be able to create email and Blackboard accounts.

Please complete following forms:

* Employee Information Form (EIF)
* W-4
* Direct Deposit (optional)
* Form I-9

*Bundled Packet of Forms* (See <http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/forms/upacket.pdf> )

Also in included in the packet

* Disabled Workers and Veterans Self-Identification Form *(voluntary response to Affirmative Action)*
* Oregon Family Leave Act *(informational)*

**Contacting an Authorized Representative**

You will need to contact a human resources professional who will act as an authorized representative in reviewing and completing Form I-9 on behalf of the university. Often large employers, universities, credit unions or banks offer notary services at no cost.

In addition to the I-9 form, you will need to present the attached letter to a Human Resources Professional from our department to the authorized representative you have selected.

Fax or mail completed forms to our office:

Fax Number:

Address:

Don’t forget: You will also need to send photocopies all supporting documents to the completed Form I-9.

If you have any questions, please contact me at ………………………