



Human Resources
DIVISION OF UNIVERSITY HOUSING
UNIVERSITY OF WISCONSIN-MADISON

Welcome to University Housing student employment! As a new employee, there are some forms you will need to complete and submit to Human Resources. 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 on or before your start date.**

IMPORTANT!

- a. Domestic Students Only:** 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.** You must schedule a paperwork appointment with our office to complete your paperwork.

- 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, 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:

Division of University Housing
Slichter Hall 625 Babcock Dr. Madison, WI 53706-1204
608.262.2766 Fax: 608.265.8724 www.housing.wisc.edu