



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. **Complete Step 1 of the I-9 form online by going to this link: https://ows01.hireright.com/oseserv/entry?entry=i9_kiosk&code=BTUW006**
2. **Track down your *original, unexpired forms of identification*. Documents that students commonly present include:**
 - A United States passport, **OR**
 - A valid photo ID **AND** a social security card or birth certificate
 - International students must have a foreign passport, I-94 record, and I-20/DS-2019 visa form
3. **Bring your documents to our Human Resources Office in Slichter Hall. HR staff will verify these documents and enter them into the I-9 system.**
4. **Step 4: ON YOUR START DATE, complete the W-4 tax form and direct deposit form via your MyUW account (click on Payroll Information).**
 - You will need your Net ID and password.
 - For more information on the W-4 form, visit <https://hr.wisc.edu/new-employees/employee-tax-withholding/>

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