PAYROLL PACKET CHECKLIST:

The following checklist is provided to help you complete all the payroll forms accurately and avoid delays caused when we need to seek information omitted from returned forms. In order to establish you in the University Payroll System, all of the enclosed forms require completion and signature, and then return to our Human Resources office. Please leave the “Employee ID” field BLANK. Pay for services rendered cannot be processed until all forms and supporting documentation is returned to UC Davis Extension, Human Resources. Please mail completed forms to:

UC Davis Extension
Attn: Human Resources
1333 Research Park Dr
Davis, CA 95618

EACH FORM RETURNED TO US REQUIRES YOUR SIGNATURE, with the exception of the Voluntary Self-Identification of Race, Ethnicity and Veteran Status form.

☐ State Oath of Allegiance & Patent: Sign the form in the two spaces indicated. UC Davis Extension will notarize form upon receipt. For complete text of the University of California Patent Policy, please refer to page 2 of the Information Document.

☐ Employment Eligibility Verification Form (I-9): Please complete Section 1. Employee Information and Verification, Sign and Date.

☐ IMPORTANT!! Include photocopies of your identification and employment eligibility documents when returning this payroll packet. A valid driver’s license and social security card are the documents most commonly provided. If one of these documents is not available, a current passport is acceptable.

☐ Tax Withholding Form (W-4): Complete personal information in top section, plus the marital status and personal allowances boxes for both Federal and State tax withholdings – unless claiming exemption from taxes. Sign & date.

☐ Pay Disposition Form: Please choose Direct Deposit or Check Issuance and complete form accordingly. Sign & date. If choosing Direct Deposit, attach a voided check or bank deposit slip or you may forego this form and register directly online.

☐ To register for Direct Deposit online (without completing this form): See the Online Direct Deposit Instructions on the At Your Service Online website. You will be able to enroll in direct deposit online, once our HR office has received and processed your hiring paperwork.

☐ OPTIONAL FORM - Online Earnings Statement Exception Form: If electing for Direct Deposit, you have the option to receive a paper statement. Complete this form ONLY IF you want a paper statement and to cancel your online earning statements. Otherwise, electronic statements are always available at http://atyourservice.ucop.edu/ when payment has been dispersed.

☐ Statement Concerning Your Employment in a University Position Not Covered by Social Security: Please read, complete and sign the form. Additional explanation is provided on pages 14 – 15 of the Information Doc.

☐ Personal Data Form: Please complete fillable areas. Sign and date.

Note: Your W-2 will be forwarded to the address listed on this form each January.

☐ Voluntary Self-Identification of Race, Ethnicity and Veteran Status: Please complete fillable areas (not mandatory).

☐ Voluntary Self-Identification of Disability: Please complete fillable areas (not mandatory).


☐ Additional Information Provided in Information Document: Please familiarize yourself with the UC Davis Principles of Community and UC Davis Extension Core Values, as well as the Biweekly payroll schedule.