



Human Resources
19 Montana Hall
P.O Box 172520
Bozeman, MT 59717-2520

Phone: (406) 994-3651
Fax: (406) 994-5974

Professional Employee Checklist

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

FTE: \_\_\_\_\_

Appointment Length & Employee Start Date: \_\_\_\_\_

Employee Type: Professional/Faculty

Please read this packet and complete the required forms to enroll for your benefits. They must be returned to Human Resources within 30 days of your listed date of hire. If you do not return the required forms, your 1st paycheck will be held in Human Resources until the completed paperwork is turned in.

If you have any questions, please contact Human Resources at 994-3651 or stop by Room 19 Montana Hall for personal assistance. If you are interested in any of the Optional Benefits that are described in this packet or would like additional information about them, please call Human Resources.

Required Enrollment Forms

Received

MUST BE IN TO HR WITHIN 3 DAYS OF EMPLOYMENT

- 1. W-4 Form
2. Employment Eligibility Verification Form (I9)

MUST BE IN TO HR WITHIN 30 DAYS OF EMPLOYMENT

- 4. CHOICES Form (Enrollment for Insurance)
5. TIAA/CREF Enrollment Form (Retirement)
6. Support Disclosure Form
7. Decedent's Warrant
8. New Employee Retirement System Information
9. Certification of Prior Employment
10. Workers' Compensation Subsequent Injury form
11. Males ages 18-26: Verification of registration under The Military Service Act.
12. Vehicle Use Agreement
13. Employee Declaration of Tax Status of Dependents
14. Direct Deposit

MUST BE RETURNED TO PLANNING AND ANALYSIS MONTANA HALL ROOM 318

- 1. Degree History Form

I understand there are optional benefits available to me that require additional forms for my enrollment. If I do not return these optional forms within 30 days from my start date, Human Resources will assume I do not wish to participate in the benefits to which these forms relate and have made a waiver thereof. For your information, various policies and procedures concerning Professional and Faculty employees are listed at http://www2.montana.edu/policy/personnel.

I have read the information contained within the New Employee Packet.

Employee Signature Date