

Welcome to the University of Kentucky!

We are excited to have you join our UK team! The following is a checklist of required new hire paperwork to be completed and submitted to your department's business officer.

New Hire Paperwork Checklist:

- I-9 & Drug Policy Forms**..... *these documents MUST be completed in Human Resources and then taken back to the hiring department to be processed.*
- Tax Forms** (W-4 and K-4)..... *the hiring department will provide these forms for you to complete.*
- UK Direct Deposit Form**..... *all UK employees are paid via direct deposit. The hiring department will provide this form for you to complete and you will need to attach a voided check to the form.*

As a public institution committed to an inclusive work environment, we are obligated to collect the following demographic information from each new hire. This information assists UK in fulfilling the state and federal reporting requirements.

Employee Name: _____

Required Demographic Information:

Gender: Female Male

Are you Hispanic or Latino? Yes No

(A Hispanic or Latino person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

What is your race?

(Please select one or multiple races)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Voluntary Self-Identification of Protected Veteran Status:

Please select the appropriate box below based on the definitions of a Protected Veteran Status listed on the back of this page.

- I identify as one or more of the classifications of Protected Veteran
- I am not a protected Veteran

Hiring Department - After entering this information into SAP, please send complete I-9 packet including this coversheet to HR Compensation

Voluntary Self-Identification of Protected Veteran Status

The University of Kentucky is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

A "disabled veteran" is one of the following:

- a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
- a person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

The information you submit will be kept confidential. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.