



UW-L HUMAN RESOURCES NON-CONTRACT EMPLOYEE INFORMATION FORM

- This form is to be used for short-term employees who are not being offered an official contract and are being paid only by Extraordinary Payments (EOP). This form must be submitted to Human Resources by the employing department **before the employee begins work**.
- **Please note this does not replace the EOP form.** The EOP form must be completed, approved, and returned to HR by the payroll deadline of the 15th of the month in order for the employee to be paid.
- The employee will be expected to complete payroll paperwork in the HR office on or before the **first day of work**, including a criminal background check consent (sent via email).

EMPLOYEE CONTACT INFORMATION

Name _____
Last First MI

Has the employee worked for UW-L in past? _____ If yes, empl ID _____

Home Address _____

Home Phone _____ Email _____

DEPT/UNIT INFORMATION

Department/Unit _____

Contact Person _____ Contact Phone Number _____

Campus Address _____

JOB INFORMATION

Expected work dates _____ to _____

Expected pay date(s) _____
(EOPs are paid monthly)

Briefly describe the expected duties _____

HR USE ONLY

CBC Emailed _____ CBC Complete _____ I-9 W-4 Direct Deposit Self Identification EOP

Title Code _____ Appt in HRS _____

Office of Human Resources

University of Wisconsin-La Crosse, 144 Graff Main Hall, 1725 State St, La Crosse, WI 54601

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