

Miscellaneous Services Contract

Page 2 must be filled out for all MSC's in order to properly process payments

Date:

Name / Employee ID:

Current Address:

Home/Cell Phone Number:

Personal Email Address:

Department in which work will be performed:

This document reflects your agreement with UW-Whitewater to provide the services indicated below. The period covered by this agreement is from to . For these services you will be paid \$ .

Description of services being provided:
Estimated hours per work week to perform these services:
Funding string to be charged for services and the percentage:

\*Contingency: This appointment is conditional pending the results of a criminal background check. The appointment will be withdrawn or terminated if the results are unacceptable.
\*Completed New Employee Paperwork (I-9, W-4 and Direct Deposit, etc.) must be submitted to Human Resources & in order to complete the hiring process (if needed).

Dept. Dean Date

Budget Office Date

Department Chair Date

Provost- sign ONLY if Academic Affairs Date

Please sign to indicate your acceptance of this appointment as outlined above. Payments cannot be processed until a signed copy is received.

Employee Signature Date

Once all necessary signatures are obtained, please forward to Human Resources, Hyer 330; hr@uw.edu; Fax 262/472-5668; Phone: 262/472-1024.

# University of Wisconsin – Whitewater New Employee Information Sheet

**Legal Name** (Last, First, Middle): \_\_\_\_\_

**Preferred First Name:** \_\_\_\_\_ **\*Date of Birth (mm/dd/year):** \_\_\_\_\_

**\*Social Security Number (SSN):** \_\_\_\_\_ **Gender:** Male  Female  Other

**Marital Status:** Single  Married  Divorced  Widowed

**Home Address:** \_\_\_\_\_ **Apt:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

\*Please Note: This form should be sent via email *without* the Social Security number. Date of Birth is also optional for submission. Once the form is received by Human Resources, HR will contact the new hire to obtain Social Security Number and Date of Birth over the phone.