



OFFICE OF THE EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT
Business Resource Center
1111 Franklin Street - 9TH Floor
Oakland, California 94607-5200

Welcome to the University of California, Office of the President!

Enclosed with this letter are the required employment forms which you will need to read and complete prior to your Payroll/BRC appointment. Please wait to date and sign them in the presence of your Payroll Representative.

1. **Personal Data Sheet**
2. **Request for Verification of Previous Employment**
 - To be completed only by current or previous employees of the University of California, California State University or the State of California
 - Intercampus transfers must bring a completed UFIN-301 from the current Payroll Office (no system screen shots, please)
3. **Demographic Data Transmittal** **
4. **UC W-4/DE 4** (Federal and State Withholding Allowances)
5. **Payroll Earnings Distribution Authorization**
6. **Form I-9** (Employment Eligibility Verification and List of Acceptable Documents)
7. **UPAY 585 – State Oath of Allegiance, Patent Policy, and Patent Acknowledgement**
8. **UC Electronic Information Resources-User Agreement**

As outlined in your **Welcome Email**, you will be meeting with a Payroll Representative from the Payroll/BRC Team to complete the necessary UCOP employment documents. Please bring acceptable form/s of ID as indicated in *item 6* above 'List of Acceptable Documents'. You will also be provided with a **Benefits of Belonging** packet which contains important benefits, employee resources and company policy information. Further details will be provided during your New Hire Orientation.

Thank you, and please contact us with any questions. We look forward to having you join the UC team!

Payroll/Business Resource Center (BRC)

510.987.9057

** In order to ensure the effectiveness of affirmative action/equal employment opportunity programs, the Office of Federal Contract Compliance Programs (OFCCP) requires that federal contractors identify the race/ethnicity designation for all their employees and will impose non-compliance violations on contractors with gaps in data that cannot be reasonably justified. Therefore, in order to achieve the highest levels of compliance possible, all academic and staff employees must have the opportunity to complete all sections of Form U5605 (Demographic Data Transmittal form) at the time of hire. The Office of the President and Principal Officers of the Regents are committed to support the nondiscrimination and affirmative action policies, goals, and procedures as stated in the University of California | Office of the President Affirmative Action Plan.