

Documents - The following information will assist you with the documents necessary for processing your first paycheck. Unless otherwise noted below documents are to be returned to the Payroll Office or to your departmental representative.

***Social Security Card** – copy will be made after verification.

***[Employment Eligibility Verification \(I-9\)](#)** – copies of supporting documents will be made after verification.

***[Employee Data Sheet](#)** – (See Invitation to Self-Identify Disabled and/or Veteran Status).

[Invitation to Self-Identify Disability/Veteran Status](#) – Veteran Campaign Information included.

[Disclosure Form for Persons with Disabilities](#) – Return form to Human Resources & Equal Opportunity (See Invitation to Self-Identify Disabled and/or Veteran Status).

[Overtime/Compensatory Time Policy Agreement](#) – Applicable to all non-exempt employees. Signing this form is not a requirement for employment, but a decision not to sign should be noted and dated on this form.

***[State of Kansas Tax Clearance Information Form for New Hires](#)**

***[State of Kansas Employee's Oath & Acknowledgement of the Intellectual Property Policy](#)** (see [IP policy](#))

***[Substance Abuse Policy and Affirmation Form](#)**

***[W-4 Federal Withholding Authorization](#)** – Required for tax withholding according to your exemptions or will default Single and 0. [Earned Income Credit Advance Payment Certificate \(W-5\)](#).

***[K-4 Kansas Employee's Withholding Allowance Certificate](#)** – Required for tax withholding according to your exemptions or will default Single and 0.

[Direct Deposit Authorization of Employee Pay](#) - The University of Kansas is mandated by the State of Kansas to issue payroll wages electronically (EFT). You **must** either complete the enclosed form for electronic deposit into a banking account OR personally visit the Payroll Office to enroll in the Skylight Pay Card program. No pay will be issued other than direct deposit.

***[Conflict of Interest & Conflict of Time Materials](#)** – Required for faculty and unclassified academic and professional staff. Route form as indicated on the coversheet.

***[Employee Invention Assignment Agreement](#)** – Upon hire, the University requires new employees to review, complete, and signs the Employee Invention Assignment Agreement. This Agreement outlines and documents ownership rights of inventions that are developed during KU employment that may become subject to patent and potentially result in commercialization through technology transfer. It does not apply to “scholarly and artistic” works as defined in the KU-Lawrence Campus Intellectual Property Policy.

[Substantial Interest \(State of Kansas\) Form](#) – This form may be filled out on-line or by printing out on-line (www.hreo.ku.edu/policies_procedures/conflict_of_interest/substantial_interest). It is required to be filled out within 15 days of the appointment and then annually for A) All faculty members who receive an annual salary of \$150,000 or more per year, and B) for any employee who holds a position: (1) Defined as a major policy making position; (2) responsible for contracting, purchasing or procurement, except persons whose sole responsibility is the purchasing of gasoline or emergency repair for a state vehicle assigned to them for their use or persons whose sole responsibility relating to purchasing or procurement includes only transactions pursuant to pre-existing state contracts; (3) responsible for writing or drafting specifications for contracts; (4) responsible for awarding grants, benefits or subsidies; or (5) responsible for inspecting or regulating any person or entity. In addition, any faculty member or other employee who consults for an individual or entity than then lobbies, testifies, promotes or opposes action or nonaction on any issue, including expenditure of public funds, by a federal or state agency or political subdivision must file the consulting form.

Guide to Filling out the State of Kansas Substantial Interest Form is located at (www.kansas.gov/ethics/State_Level_Conflict_of_Interest/SSI_Instruction_&_Guide/index.html). HR/EO will send out a reminder for the annual process each spring. If a paper form is filled out, it is to be mailed directly to the Secretary of State's as indicated on the last page.

[Parking Permit](#) – Parking Services is located to the north of Allen Field House. Parking has printed campus maps.

[KU Card](#) – A KU card can be obtained from KU Card Service, 4th Floor, Kansas Union, M-F 8-4:30, 864-5845.

[Health Insurance and Flexible Spending](#)

[*Group Health Insurance](#)

- It is important to retain coverage with your previous employer until coverage begins at KU. Generally, health insurance coverage will begin the first of the month after the thirty day waiting period is completed.
- Enrollment or waiver of health, dental, prescription drug and/or vision insurance coverage is required. The enrollment form should be submitted with your appointment paperwork and routed to Payroll. If you are covering your spouse/children, a copy of your marriage license and birth certificates for each child are required.
- If you do not want insurance coverage, the enrollment form is required to waive coverage.
- If you are currently covered as a dependent on another state of Kansas employee's coverage, you can no longer be covered as a dependent. You must enroll in your own coverage. However, the thirty day waiting period will be waived, and you will be eligible for coverage on the first of the month following your appointment.
- Employees with less than 90% appointments have higher premium rates (see rate charts).
- The form is located at www.hreo.ku.edu under Forms, Benefits

[Flexible Spending Accounts-Optional](#)

- Program available through which you can pay qualified daycare and out-of-pocket medical expenses with tax exempt dollars.
- Contact [Benefits](#) for an Enrollment Form.

Retirement Plans

***Retirement Data Sheet**

- Information on this form is required at the time of your appointment.
- Data is used to determine your retirement participation eligibility date.
- The form for [KPERs](#) (generally university support staff) is located at www.hreo.ku.edu under Forms, Benefits.
- The form for [KS Board of Regents](#) (KBOR) (generally faculty, academic staff, unclassified professional staff) is located at www.hreo.ku.edu under Forms, Benefits.

Verification Form

- Needed from faculty and staff who may be eligible to begin participation in the mandatory retirement plan immediately.
- Your previous employer should complete this form, and it should be submitted with your employment papers.
- Do not complete this form if you will have a one-year waiting period before your contributions begin.
- The [form](#) is located at www.hreo.ku.edu under Forms, Benefits

Kansas Board of Regents Mandatory Retirement Plan Investment Agreement

- This form is required only if you are participating in the mandatory retirement plan immediately.
- Do not complete this form if you will have a one-year waiting period before your participation begins.

Voluntary Retirement Plan Investment Agreement for the Voluntary Tax Sheltered Annuity (VTSA) Program

- If you elect to participate in the 403(b) voluntary retirement program on your first paycheck, you must complete the [pre-tax](#) and/or [Roth after-tax](#) Investment Agreement form(s) and submit with your employment papers.
- If you do not elect immediate participation in a voluntary retirement program, do not complete the form.

Life Insurance

***Life Insurance Coverage-Beneficiary Forms**

- Benefits-eligible faculty and staff have life insurance coverage provided by KU that equals 150% of annual salary. Coverage can be increased by purchasing optional group life insurance.
- Complete and return a beneficiary form with your appointment papers. KPERs administers the life insurance program for all benefits-eligible faculty and staff, regardless of the retirement plan available (KPERs or KBOR).
- Beneficiaries listed as primary will share the insurance proceeds equally. Contingent beneficiaries will receive insurance proceeds in the event that none of the listed primary beneficiaries are still living.
- The form for [KPERs](#) (generally university support staff) is located at www.hreo.ku.edu under Forms, Benefits
- The form for [KS Board of Regents](#) (KBOR) (generally faculty, academic staff, unclassified professional staff) is located at www.hreo.ku.edu under Forms, Benefits

Optional Group Life Insurance

- You can supplement the life insurance coverage KU provides by electing optional group life insurance coverage.

- If you wish to enroll in KPERS Optional Group Life term insurance through payroll deduction, complete, sign and return the enrollment form to Staff Benefits within 21 days after your hire date, otherwise you will not be eligible for the guaranteed issue amount of \$50,000.
- If you wish to enroll in KU Teachers and Employees Association (KUTEA) term insurance coverage, complete the application and send it to the address in the booklet.

Long Term Care

- KU Teachers and Employees Association (KUTEA) also offers a long-term care insurance program.
- Genworth Financial Long Term Care Insurance, visit the website at www.genworth.com/groupltc or call customer service at 1-888-285-4889.
- Call the toll-free number in the brochure to obtain more information. You can also contact the Kansas Insurance Commissioner's Office at 1-800-432-2481 to obtain general information about long-term care insurance programs.

Compensation & Time Reporting Information

- A KU Online ID is required to access the Kyou portal (<https://staff.ku.edu>), view paycheck, leave and other related information (MyEmployeeInfo section) & access other systems. If you have not signed up for a KU Online ID you may do so at this website <http://technology.ku.edu/accounts/index/shtml>.
- Payroll period coverage dates and pay dates are located at www.payroll.ku.edu.
- Employees are required to request leave and/or schedule changes from supervisors. Employees are required to report leave used and for non exempt (hourly) actual daily hours worked by the end of the payroll period. Please check with your supervisor. Additional Information: www.hreo.ku.edu/policies_procedures/category_details/32.
- Employee Information, Leaves and Holidays information are located at www.hreo.ku.edu.
- [Handbooks](#), [Leaves and Holidays](#) information are located at www.hreo.ku.edu.

Required Policy Notifications

[Alcohol & Drug Policy](#)

[Consenting Relationships Policy](#)

[Intellectual Property Policy](#)

[Nondiscrimination Policy](#)

[Prohibits Racial and Ethnic Discrimination](#)

[Prohibits Sexual Harassment](#)

[KU Policy Library Website](#)