

Hello –

Welcome to the Texas Volleyball Camp. We are looking forward to another exciting camp! Enclosed you will find an employment packet that we would like to have **COMPLETED AND RETURNED BY MAY 1, 2012.**

Please read the following checklist and instructions carefully when filling out your employment packet. It is imperative that you fill out all applicable sections of the form completely and correctly so that we can get you working and paid in a timely fashion. Please make sure to sign and date in all the required spots. The PDF forms are interactive. You are able to type in all of your information, print, and sign the form. Unfortunately you will not be able to save the completed forms, except for the coach information form. All employees must go through a background check and must be approved by compliance before you can coach at camp; so please **RETURN AS SOON AS POSSIBLE.**

You will notice that many of the forms ask for a UT-EID. **YOU MUST HAVE A UT-EID.** If you have a UT-EID, but do not remember it please visit **https://idmanager.its.utexas.edu/eid_self_help/**. Click “Find My UT EID” to verify. If you need to create one please click “Get a UT EID.”

DO NOT RETURN THIS PACKET UNLESS YOUR UT-EID IS ON ALL OF THE FORMS

MOST OF THE FORMS REQUIRE ORIGINAL SIGNATURES; THEREFORE, ALL PAPERWORK MUST BE MAILED.

Coach Information Sheet

Please fill out this form to ensure all your information is up to date. You can type all answers into this form, save and email back to Salima.

Camp/Clinic General Employee Questionnaire

Fill out all sections, sign, and date. You must initial by each statement.

Background Check for Staff/Faculty

Fill out the top sections, sign, and date.

Criminal History Disclosure Form

Indicate any criminal convictions on your record (if applicable), sign, and date.

IF YOU HAVE A CRIMINAL RECORD AND YOU DO NOT DISCLOSE IT ON THIS FORM, YOU WILL NOT BE ABLE TO WORK AT THE UNIVERSITY OF TEXAS THIS SUMMER OR ANY TIME THEREAFTER.

Employee Information Form

Fill out all applicable information, sign, and date. You do not have to fill out office location information.

Sensitive Information Form

Print name, sign, and date.

Standards of Conduct and Political Activities

Complete the bottom of page 2, sign, and date. You just need to return page 2.

Employment Eligibility Verification (I-9)

Fill out Section 1. Include a copy (color if possible) of: Passport **or** Driver’s license **and** social security card.

YOU MAY SEND COPIES OF OTHER FORMS OF IDENTIFICATION THAT FALL INTO LIST A OR LIST B AND C.

PLEASE ONLY SUBMIT PAGE 4 (THE PAGE THAT YOU FILL OUT) ALONG WITH COPIES OF YOUR IDENTIFICATION. THIS PAGE MUST CONTAIN ORIGINAL SIGNATURE.

Selective Service Eligibility and Verification

All employees must fill out top section, sign, and date.

Male employees over 25 or Female employees need to just sign, date, select NO and fill in your birthday.

State and Federal Veteran Status Information

Fill out applicable information, sign, and date.

Payroll Services Employee Information Form

Fill out section 1 and 2 of this form, sign, and date.

If at all possible, make payments Direct Deposit. It is much easier to get paid this way. Please include a voided personal check or a document from your bank that includes your correct routing and account numbers and fill out section 3.

Form W-4 (2011)

Fill out sections 1-7, sign, and date. You just need to return page 1.

INTERNATIONAL EMPLOYEES | PLEASE EMAIL ME ABOUT ADDITIONAL FORMS YOU MAY NEED TO FILL OUT.

Thank you for returning the forms in a timely fashion. I know there are lots of forms for you to fill out and I'm sorry for the inconvenience, but UT requires them all to be filled out every year. SOME FORMS REQUIRE ORIGINAL SIGNATURES. TO ALLEVIATE ANY CONFUSION, WE ASK THAT YOU MAIL ALL REQUIRED FORMS. PLEASE RETURN ALL FORMS IN THE ORDER LISTED ABOVE. We look forward to a great 2012 camp! If you have any questions about camp dates and work schedule please email Salima Rockwell at salima.rockwell@athletics.utexas.edu or call 512.748.9322. If you have questions about paperwork please email me at nathan.mendoza@athletics.utexas.edu or call 512.471.8606.

Hook'em!!!

Nathan Mendoza

Nathan Mendoza
Camp Director