



**NEW ADJUNCT FACULTY MEMBER  
Forms – Check List**

Please complete and return the following documents with the signed acceptance/release statement (page 3 of the offer letter).

- Form W-4  
[www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf)
- Form CT-W4  
<http://www.ct.gov/drs/lib/drs/forms/2009withholding/ct-w4.pdf>
- Form I-9 (Employment Verification Eligibility)  
[www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf)

Please include a photocopy of your **Passport or** a copy of your **Driver's License and Social Security Card**. If you cannot provide the referred documents, please see "Lists of Acceptable Documents."

- Special Payroll Employee Information Sheet  
<http://hr.uconn.edu/SPECEIS.PDF>
- Dual Employment Form (Complete this form if you are concurrently employed by another state agency.)  
[www.hr.uconn.edu/docs/dual\\_employment\\_form.doc](http://www.hr.uconn.edu/docs/dual_employment_form.doc)

**Law School Forms:**

- Gratis Agreement
- Contact Information
- Faculty Training Manual – Policies & Laws Prohibiting Sexual and Other Discriminatory Harassment  
*Review document, sign, and return "Anti-Harassment Policies Acknowledgement of Receipt."*
- Anti-Harassment Policies: Acknowledgement of Receipt
- Vehicle Registration
- Acceptance Statement/Authorization & Release – *offer letter page 3*
- Adjunct Faculty Handbook