



UNIVERSITY RECREATION & WELLNESS

RecWell New Employee,

Welcome to RecWell! We're so excited to have you join our team. This packet contains key documents that you will need to complete for us to can you enrolled into our payroll system. This needs to be taken care prior to you working or training. Please fill out as much of the information and print a copy to your payroll meeting with Earl Cabellon. Your computer will need ADOBE Acrobat or Reader to complete the fillable PDF. If you do not have these programs you may print the documents and fill them out on **BLACK INK!**

You will also need to bring EITHER a birth certificate, passport, or social security card to the meeting.

Page 1: All Employees must sign the uniform agreement form and the paycheck agreement form to ensure thorough understanding of University Recreation & Wellness Uniform and Paycheck Agreement Policy.

Page 2: New Employee Information Form: Complete all requested information.

Page 3: I-9 Form: Complete only the first page of this form. This needs to be submitted with copies of your identification for proof of identity and citizenship. Complete all of the highlighted sections.

Page 4: W-4 for residents of any state except DC: Fill out this form with the appropriate information This form needs to be completed in black ink, with no crossed out portions, corrections, or extraneous marks. For legal reasons, if it looks like a change was made, a new one needs to be completed. Note: Under "County of Residence" make sure you are writing your COUNTY of residence, not COUNTRY of residence.

On Section 2 (Federal withholding) and Section 3 (State withholding) you can hold off on filling that out until your payroll to get a further explanation. If you know you want to claim exempt to these taxes fill out line 7 and line 3 writing EXEMPT. If you are claiming 0 or 1, fill out that number on line 5 and line 1.

Page 5: Certifications: If you require CPR/AED please fill this out (Member Services and North Campus Facility Staff do not need to fill this out).

Page 6: Direct Deposit: We highly encourage direct deposit. Once you submit this form it will take 2-3 pay periods (4-6 weeks) before your wages are deposited into your bank account.

If you are having troubles printing these forms you can email it to Earl Cabellon and he can print it for you. If you have any questions you may contact Earl Cabellon, Assistant Director for Student Personnel at ecabell@umd.edu or 301-226-4410.