

Office of Human Resources

4301 West Markham # 564
Little Rock, AR 72205-7199
501-686-5650
www.uams.edu/ohr



Date: _____

Dear: _____

On behalf of the department of _____, I would like to extend a very warm welcome. We are very pleased that you have accepted our offer of a position as _____. Your employment effective date is _____. Your annualized salary will be _____, _____ monthly, or _____ hourly. Your working hours will be _____.

Your immediate supervisor is _____ and can be reached at _____ in case you have questions.

UAMS offers a two day required orientation. You are scheduled to attend on: _____ . Attached are the new-hire forms you will need to complete and bring with you to New Employee Orientation.

Please report to the information desk on the first floor of Central Hospital (old hospital) promptly at 8:00 am on this date. A representative from Human Resources will meet you there to escort you to the orientation room.

The following required payroll sign-up forms are enclosed. Please complete these forms **prior to attending orientation and bring them with you to orientation.**

- I-9 Form – Section 1 (Section 2 (page 2) will be signed by the Office of Human Resources as the Authorized Representative. Please bring acceptable documents)
- UAMS Employee Drug-Free Awareness Statement
- Form W-4 Employee’s Withholding Allowance Certificate
- AR4EC State of Arkansas Employee’s Withholding Exemption Certificate
- UAMS New Employee Data Sheet
- Acknowledgement of Benefit Policies
- Acknowledgment of receipt UAMS staff handbook
- Authorization for Direct Deposit and a copy of a voided check (or deposit slip for savings account). **Direct deposit is mandatory for all UAMS employees. Please have account number and routing number available to complete direct deposit form.**
- Acknowledgement of Safety and Quality Reporting Process
- Voluntary Self-Identification of Disability
- Medical Screening Form **should be taken** by the employee to the Student Employee Health Office (Central Hospital G820) **or** submitted to the nurse during new employee orientation.
- Confidentiality Agreement (Required for all new hires: <https://apps.uams.edu/ConfidentialityAgreement/internalforms/default.aspx> **complete on-line**)

(continued on page 2)

Bring these forms **already completed with you to Orientation. If you need assistance completing these forms, please call your supervisor or the Office of Human Resources at 501-686-5650.**

Special note for foreign nationals: If you have some form of visa status or work authorization, please contact UAMS Immigration Services at 501-686-5074 to determine whether you are eligible for tax treaty benefits and to ensure correct taxation.

Important information you will need to know or bring with you to new employee orientation:

- Free parking is available at War Memorial Stadium, with shuttle bus service to the main campus (please arrive 30 minutes early to catch shuttle bus). If your orientation will not be held on the main UAMS campus please contact your supervisor for parking instructions (for example, Arkansas Children's Hospital).
- Please arrive at the first floor of the Central Hospital Building, information desk at 8:00 am.
- Bring two forms of ID to complete the Form I-9, "Employment Eligibility Verification." Please see the list of acceptable documents attached to the I-9 form.
- Bring an ink pen (black or blue).
- Bring social security numbers and birthdates of family members that you want to cover on your insurance or list as beneficiaries.
- Proof of eligibility for dependents you wish to add to our medical, dental and vision plans. (Ex: Photocopies of marriage license displaying the seal and signatures, government issues birth certificates)

All new employees please note: You are required to complete an initial medical screening through Student/Employee Health Services. This will be scheduled for you during orientation. If you have had a TB skin test in the last six months; bring proof, otherwise you will receive one at orientation. **You also will be required to take a flu shot during orientation or within the upcoming flu season.** Flu shots are required annually for all UAMS employees.

Please note: Incomplete forms will be returned to you and could delay your initial pay check.

Welcome to the University of Arkansas for Medical Sciences and congratulations on your new position!

UAMS Office of Human Resources
Employee Services
(501) 686-5650

Attachments

**This letter is a welcome letter with instructions for the UAMS new hire.
This letter is not a contract. This is not an offer letter.**

9/2016