

EIF Instructions for Classified Employees

Information that needs to be filled out before sending a COPY of EIF to payroll to create UO ID

1. Section 1
 - a. Employee Name
 - b. SSN
 - c. Date of Birth
 - d. Gender
 - e. Citizenship
 - f. Mailing Address
2. Section 2
 - a. Employee Class (CA, CD, CE)
 - b. New or Re Hire
 - c. Monthly Appt % (fte)
 - d. Start Date
 - e. Campus Address
 - f. Department Name and Check Delivery
 1. Department Name
 2. Department Org
3. Authorization

The remainder of the information needs to be filled out when completing the Hire Docs before being sent to Human Resources

4. Section 1
 - a. UO ID#
 - b. Oregon Retirement Plans (if previous PERS or OPR member)
 - c. Race/Ethnicity
 - d. Country of Residence
 - e. Employee Signature & Date
5. Section 2
 - a. If applicable, OUS institute employee has previous service at
 - b. If applicable, OUS institute employee has concurrent position
 - c. Check Box if Proximity card is required
 - d. Check box for Direct Deposit
 - e. Check box for paperless Earnings Statements
 - f. Check box if employee will pick up checks at Payroll office