

**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 \_\_\_\_\_. Your working hours are \_\_\_\_\_.

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 the main hospital promptly at 8:05 am on this date. A representative from Human Resources will meet you there to escort you to the orientation room. **All Nursing Dept, Surgical Services, and MIRT new employees should report to 7B.**

**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 will be signed by the Office of Human Resources as the Authorized Representative. Please bring acceptable documents)
- 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
- UAMS Employee Drug-Free Awareness Statement
- Authorization for Direct Deposit and a copy of a voided check (or deposit slip for savings account) -this form is optional but recommended
- Sexual Harassment Acknowledgement Form
- Acknowledgement of Joint Commission Reporting Process
- Confidentiality Agreement

**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.**

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**Special note for foreign nationals:** If you have some form of visa status or work authorization, please contact Hazel Rosson 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).
- Please go to the first floor of the hospital information desk at 8:05 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.

You are also 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.

**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

Attachment