

ANR Recall to Active Service Checklist

The following documentation is required to be completed on or before the 1st day of employment and must be submitted as soon as possible. Failure to do so on a timely basis can cause delays in employee pay, and access to UC systems. **All forms are required unless stated as voluntary**

Upload to HR

Please download forms from [Onboarding webpage](#). The following documents must be uploaded via the [Box](#) tool.

- State Oath of Allegiance:** To be signed by US citizens only. An employee must sign this form on or before the first working day. Please hold off on completing/signing the form until your onboarding meeting, as a UC representative (i.e. supervisor or office manager) needs to witness the employee's signature and sign. **However, if employee has an active Emeritus appointment with ANR, this form is not required.**
 - **1st time being recalled** - employee must sign a new State Oath
 - **Any subsequent recall appointments** may be subject to needing a new State Oath. With a break in service, Oath is valid if signed within the last 12 months since the previous Oath was signed.
- UCRP Reemployed Retiree Notification Form (UBEN 1039):** with a break in service, a new form is needed

Available in Glacier

- Glacier Nonresident Tax Compliance System:** all non-US citizens & non-permanent residents are required to access and complete a W-4 using the [Glacier website](#).

I-9 and E-Verify Tracker

- Employment Eligibility Verification (Form I-9)** (Supervisor or Office Manager needs to review and verify documents and sign form; **however, if employee has an active Emeritus appointment with ANR, this form is not required. Please DO NOT photocopy or retain copies of documents presented by employee.**)
 - **1st time being recalled** - Employee must sign a new I-9. This I-9 is valid for only 3 years after date of signing.
 - **Any subsequent recall appointments** may be subject to needing a new Form I-9.
 - The employee will receive an email from [Tracker](#).
 - The online form can be completed as early as day the employee has accepted an offer of employment, but no later than the third business day after the employee's hire date.
 - The employee will complete [Section 1](#) prior to coming into the office. The employee must present the original documents on the first day of work or during the onboarding meeting to the Supervisor/Office Manager for review. [Section 2](#) shall be completed by Supervisor/Officer Manager.

UCPath

The following documentation is also required but housed within the online [UCPath](#) system unless otherwise notated. After you've signed in, use the menu at the left to navigate to **Employee Actions > Personal Information**. There is no need to submit copies of the completed form(s) to HR:

- Patent Agreement** - must be signed after every break in service
- UC Employee's Federal-State Withholding Allowance Certificate (W-4)**
- Pay Disposition & Direct Deposit Election** (You will also be able to view your online earnings statement via the UC Path portal)