Departments and Organized Research Units have the responsibility of preparing all employment forms for new employees. The chart on VI-21 summarizes the forms necessary for each type of new hire. All new hire forms are available on-line via the Payroll Office web site and once completed should be forwarded to the Payroll Office. The information below provides special guidance for academic employees.

**Oath of Allegiance and Patent Acknowledgement**

An individual who will perform academic service for the campus for more than 2 two weeks must be appointed to an appropriate academic title, entered into the payroll system and must sign the Oath of Allegiance (except non-US citizens) and Patent Acknowledgment. Both paid and without salary employees are required to sign the Patent Acknowledgement. Forms must be signed on or before the first date of employment. For 9/12 employees the forms must be signed on or before the first day of service for the quarter of initial employment.

**Employment Eligibility Form (I-9)**

Each new employee must show evidence that they are eligible to be employed in the United States. It is the Department’s responsibility to determine the status of employees. The I-9 form should normally be completed on or before the first day of employment. In no case may the form be signed more than three days after the first date of employment. For 9/12 employees the form must be completed on or before the first day of service for the quarter of initial employment. Additional information regarding the I-9 verification process is available via the Office of International Students and Scholars web site.

**UCSB Biography form**

The UCSB biography form provides the department with basic information regarding the employee at the time of initial appointment. The form is available on the Academic Personnel website at [https://ap.ucsb.edu/forms/Biography.pdf](https://ap.ucsb.edu/forms/Biography.pdf).