**Instructions to Order Human Resources Forms and Publications**

**HOW TO COMPLETE THE ORDER FORM**

**Upper Section of Form** - Complete the upper section of the form in full, including the date of the order, department contact, and telephone and fax numbers with area codes. Incomplete forms may result in delivery delays or orders not being filled.

**UPS WILL SHIP TO** - This information will be used to create the shipping label. Please provide direct address, not a postal address or interoffice address.

**Lower Section of Order Form** – This section of the order form has been preprinted to support the ordering process and includes the part number, revision date of items, a description of items, unit of measure (UOM) and order quantity. All that is required to complete this portion of the form is to fill in the order quantity column on the right side of the form.

The following descriptions are provided to explain column headings:

- **Part Number** - For forms, this is the form number printed in the upper left corner of each form. For booklets and other materials, the part number will eventually be printed on the back cover of each piece, but most pieces do not have this number yet.

- **Description** - The description section provides the name of the form, Equal Employment Opportunity Is the Law audio cassettes, and Equal Employment Opportunity Posters in various languages. Since some items have similar names, please be careful when completing orders.

- **UOM (Unit of measure)** - This column shows how each item is packaged for ordering. For instance, “1/ea” means that the piece is ordered singly, in units of 1. “25/pkg” means that the piece is ordered in units of 25.

- **Order Quantity** – Indicate the number of units requested. If UOM is 25/pkg, inserting a 1 (one) in this column will result in the ordering of 25 copies.

**Submit orders by fax** – Orders may be submitted by fax. Please note that the fax number is shown on the order form.

**Delivery Services** - Orders received by noon will be shipped the same business day. Expect delivery within two business days. Orders received after noon will be shipped the next business day.

**Order as often as twice a month** - Please plan ahead. For example, at the beginning of the month, anticipate the department form requirements for the month. Consider any special events, new employees, etc. At mid-month, reevaluate, then order accordingly.

**Overstocking** – Please order only what is needed at any given time. If there is a need for items toward the end of the month but two orders were placed during that month, submit the third order. The twice-a-month rule may not be strictly enforced unless it becomes necessary.

**Backorders** - If an item on the list is not available when an order is submitted, it will be shipped automatically when it becomes available. By September, backorders should be a rare occurrence.

**COST**

At least during the first year, there will be no cost for orders and related shipping cost. UC Office of the President (UCOP) Division of Human Resources and Benefits will absorb those costs for now. It is anticipated that centralizing the storage and fulfillment of forms and publications should result in cost savings for the University. However, Human Resources and Benefits will analyze cost and utilization data periodically, and does not guarantee that fulfillment services will continue to be cost-free to the campus departments indefinitely.

**STATUS OF ORDERS**

Inquiries regarding the status of an order should be directed to Susi Bryans at K/P Corporation at (916) 371-4600.

**GENERAL INQUIRIES**

If the item needed is not on the order form, please contact the UCSD Human Resources Department’s Office of Policy Development and Quality of Work/Life at (619) 534-9659 or cawalker@ucsd.edu. As more materials are moved to the fulfillment house, the order form will be updated.
UNIVERSITY OF CALIFORNIA
HUMAN RESOURCES ORDER FORM

FAX ORDER TO: 1-800-498-4329

<table>
<thead>
<tr>
<th>PART NUMBER</th>
<th>REVISION DATE</th>
<th>DESCRIPTION</th>
<th>UOM</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEOC-P/C-1</td>
<td>2/92</td>
<td>Equal Employment Opportunity Poster—Chinese</td>
<td>1/ea</td>
<td></td>
</tr>
<tr>
<td>EEOC-P/E-1</td>
<td>1997</td>
<td>Equal Employment Opportunity Poster—English</td>
<td>1/ea</td>
<td></td>
</tr>
<tr>
<td>EEOC-P/S-1</td>
<td>1997</td>
<td>Equal Employment Opportunity Poster—Spanish</td>
<td>1/ea</td>
<td></td>
</tr>
<tr>
<td>EEOC-Tape-C</td>
<td>ND</td>
<td>Equal Employment Opportunity Is the Law—audio cassette (Chinese)</td>
<td>1/ea</td>
<td></td>
</tr>
<tr>
<td>EEOC-Tape-E</td>
<td>ND</td>
<td>Equal Employment Opportunity Is the Law—audio cassette (English)</td>
<td>1/ea</td>
<td></td>
</tr>
<tr>
<td>EEOC-Tape-S</td>
<td>ND</td>
<td>Equal Employment Opportunity Is the Law—audio cassette (Spanish)</td>
<td>1/ea</td>
<td></td>
</tr>
<tr>
<td>I-9</td>
<td>11/91</td>
<td>Employee Eligibility Verification</td>
<td>25/pkg</td>
<td>Pkgs.</td>
</tr>
<tr>
<td>U5602</td>
<td>All</td>
<td>Unemployment Insurance Termination</td>
<td>1/ea</td>
<td></td>
</tr>
<tr>
<td>U5605</td>
<td>All</td>
<td>Demographic Data Transmittal</td>
<td>1/ea</td>
<td></td>
</tr>
</tbody>
</table>

To ensure accuracy, COMPLETELY fill out the top part of this form.
For inquiries about the status of your order, please call Susi Bryans at (916) 371-4600

Revised 3/12/99