

New Hire Information Sheet

NAME _____ D.O.B. _____ Female Male

SSN _____ Highest Degree Completed _____ Year Degree Completed _____

ETHNICITY Hispanic/Latino Not Hispanic

IF NO DEGREE, HOW MANY YEARS OF EDUCATION _____

NATIONALITY _____

Name of Institution Where Degree Was Earned Including City & State _____

RACE CATEGORY _____

Degree Major _____
Degree Minor _____

VISA TYPE _____

VISA ISSUE DATE _____ VISA END DATE _____

ORIGINAL US ENTRY DATE _____ EXP DATE OF WP _____

E-MAIL ADDRESS _____

VETERAN STATUS _____
DISCHARGE DATE _____

LOCAL ADDRESS

PHONE NUMBER _____

CELL PHONE # _____

EMERGENCY CONTACT INFORMATION

PHONE NUMBER _____

PERMANENT MAILING ADDRESS

Check if SAME as Local Address

PHONE NUMBER _____

WORK ADDRESS

PHONE NUMBER _____

FAX NUMBER _____

ARE YOU CURRENTLY IN PAYROLL? YES NO

ARE YOU PAID: Wages Fellowship

ARE YOU CURRENTLY IN A WORK STUDY POSITION? YES NO

YOUR STUDENT STATUS: Grad Under-Grad

WHAT IS YOUR PRIMARY DEPARTMENT? _____

FOR STUDENT EMPLOYEES ONLY

You will be hired as an hourly paid semi-monthly employee. If you are currently on payroll receiving a fellowship, there will be no change with your fellowship payments. However any hours you work in addition to your fellowship, a timesheet is required for payment of hours worked.

To be filled out by Supervisor and/or Administrative Offices:

Period authorized to work _____

Salary/Hourly rate: _____

Supervisor _____

CC/IO# _____

Hours per week _____

SAP Position# _____