HUMAN RESOURCE DEPARTMENT

HIRING STATUS

**The following information is required to facilitate new employee payroll,
and establish email and network accounts.**

Employment

Employee Name: _____
            Last Name   First Name   Middle Name

Position Title: _____ **Date of Hire:** _____

Department: _____ **Rate of Pay:** _____

Distribution Code(s): _____

Eligible for Overtime: ◯ Yes ◯ No   ◯ **Union, specify:** _____ ◯ **Non-Union**

Employee Schedule: _____ **FTE:** _____

Dates of Temporary Employment (if applicable): Start Date: _____ **End Date:** _____

Length of Probationary Period: _____

End of Probationary Increase or other scheduled increase: _____

PROX Card Needed: ◯ Yes ◯ No --- If yes, building access: _____

Physical Key Needed: ◯ Yes ◯ No --- If yes, location(s): _____

Employee Status

Employee Status:

Short Term Worker

Promotion/Transfer

Other: _____

_____
Department Head/Authorized Person   **Date**

Human Resources Use

Employee Number	**Badge Number**	**Position Number**