



# 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

Select a drop-down from only ONE status category:

Regular Status Temporary Status Seasonal Status

Short Term Worker  Promotion/Transfer  Other: \_\_\_\_\_

Department Head/Authorized Person \_\_\_\_\_ Date \_\_\_\_\_

### Human Resources Use

Employee Number	Badge Number	Position Number
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