



NEW HIRE DATA SHEET

Employee Name: First Last

Position Title Department

Current Address Phone or e-mail

Offer Accept Date: Full Time Regular Part-Time Temporary

Position Duration 12 month 11 month 10 month 9 month other,

If position is not 12 month provide service dates for fiscal year Start Date End Date

*Salary/Hourly Rate: \$ Per Year Per Hour Benefits: None Standard

Vacation days: Anticipated Start Date

Wages Account Number: Prior 403(b) employment? (if yes, when)

Office Location: KC Box

Primary Office Phone: Secondary Office Phone:

If this person is filling a position vacated by another employee, provide previous employee name:

Does this person need: phone pin yes or no e-mail yes or no Does this person need Network Drive access SCT BANNER access, if yes, explain access needed: G: Drive H: Drive Other, explain access needed:

If part-time, does this person need ID card? If yes, check below all that apply. Key access Dow access Library

Additional Details:

* Unless otherwise indicated, salary data will be prorated based on start date and position duration..

Signatures

Supervisor Date

Division Vice-President Date

Please return to Human Resources ASAP after offer is accepted. Thank you.

HR use only

POSN: TIAA/CREF 2 year Wait Waiver - Enroll Now

Background Check Complete Date Payroll Business Office