

**NEW HIRE FORM***Use to appoint Staff (up to 900 hours) and Non-Academic Student Titles without recruitment*

Hiring Paperwork must be completed on or before the start of work

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| **INFORMATION BELOW IS REQUIRED FROM HIRING UNIT** | | | | | | | | | | | | | | | | | | | | | |
| **Action Needed:** Choose an item. | | | | | | | | | **Supervisor:** Click here to enter text. | | | | | | | | | | | | |
| **Name of Hire (Last, First MI):** Click here to enter text. | | | | | | | | | **EID/SID (if known):** Click here to enter text. | | | | | | | | | | | | |
| **Contact Email:** Click here to enter text. | | | | | | | | | **Phone #:** Click here to enter text. | | | | | |  | | | | | | |
| **Department:** Click here to enter text. | | | | | | | | | **Dept ID:** Click here to enter text. | | | | | | | | **Work Location** Choose an item. | | | | |
| **Use Position #:** Click here to enter text. **Or**  **Create a New Position using the following:**  **Working Title:** Click here to enter text.  **Payroll Title (if no position #):** Click here to enter text.  **Title Code (if no position #):** Click here to enter text. | | | | | | | | | **Appt. Type:** Choose an item. | | | | | |  | | | | | | |
| **Start Date:** Click here to enter text. | | | | | | | | | **End Date:** Click here to enter text. | | | | | |  | | | | | | |
| **Pay Rate:** Click here to enter text. | | | | | | | | | **Pay Type:** Choose an item. | | | | | | **Workstudy (Students Only)** | | | | | | |
| **Hours Per Week:** Click here to enter text.  Variable | | | | | | | | |  | | | | | | | | | | | | |
| CALTIME Use for hourly appointments only*;* will default to information below unless changed | | | | | | | | | | | | | | | | | | | | | |
| **Meal Break:** 60 mins | | | |  | | | | **Shift Length:** 8 hrs | | | | | | | | **Shift Occurs:** Day | | | | | |
| **Friendly Name:** Click here to enter text. | | | | | | | | | | | | **Friendly Name Type:** Choose an item. | | | | | | | | | |
| FUNDING INFORMATION | | | | | | | | | | | | | | | | | | | | | |
| **Start Date** | **End Date** | | **%** | | **GLBU** | | **Fund** | | | **Org/Dept** | | | **Prgm** | **Chartfield 1** | | | | **Chartfield 2** | **Budgeted FTE** | | **W-S Code** |
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| Chartstring for Certifications:Click here to enter text. | | | | | | | | | | |  | | | | | | | | | | |
| **APPROVALS (as needed)** | | | | | | | | | | | | | | | | | | | | | |
| Attach email approval if needed in lieu of signature below | | | | | | | | | | | | | | | | | | | | | |
| **Supervisor** | | Name: Click here to enter text. | | | | | | | | | | Signature: | | | | | | | |  | |
| **Fund Manager** | | Name: Click here to enter text. | | | | | | | | | | Signature: | | | | | | | |  | |
| **Unit Manager** | | Name: Click here to enter text. | | | | | | | | | | Signature: | | | | | | | |  | |
| **INFORMATION BELOW WILL BE COMPLETED BY CSS HR STAFF** | | | | | | | | | | | | | | | | | | | | | |
| **Time Code:** Choose an item. | | | | | | | | | **Pay Schedule:** Choose an item. | | | | | | | | **Leave Code:** Choose an item. | | | | |
| **Comp Time Election:** Choose an item. | | | | | | | | | **Location:**Click here to enter text. | | | | | | | | **Title Code:** Click here to enter text. | | | | |
| **Step:** Click here to enter text. | | | | | | | | | **Earning Code:** Choose an item. | | | | | | | | **BELI:** Choose an item. | | | | |
| ADDITIONAL JOB REQUIREMENTS | | | | | | | | | | | | | | | | | | | | | |
| **Background Check**  **DMV License Pull** | | | | | | **CANRA Mandated Reporter**  **Physical Exam/Med**  **Other:** Click here to enter text. | | | | | | | | | | | | | | | |
| Attached:  **Resume**   **Job Description & PEM**  **Signed IOC** | | | | | | | | | | | | | | | | | | | | | |