

# 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# \_\_\_\_\_