



# 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: \_\_\_\_\_

<input type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Promotion/Transfer
<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Intern	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Temporary Full-Time	<input type="checkbox"/> Seasonal Full-Time	_____
<input type="checkbox"/> Temporary Part-Time	<input type="checkbox"/> Seasonal Part-Time	

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

Human Resources Use

Employee Number	Badge Number
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