

# New Employee Hire Form

Class 1 Staff     Class 1 Faculty     Class 3     Class 4 Casual     Class 4 Seasonal  
 Class 5     Class 6 TA/GA     Class 7 PTL     Class 8 Co-Adjutant

Hiring Dept.: \_\_\_\_\_ Date of Hiring (Start Date) : \_\_\_\_\_

\_\_\_\_\_  
Legal First Name                      Middle                      Legal Last Name

Gender:     Male     Female

Permanent U.S. Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_     Cell     Home     Other

Email Address: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Select one:

U.S Citizen     Foreign National     Permanent Resident

1. Alien Authorized to work until: \_\_\_\_\_

2. VISA Type (Select one)    F1    J1    H1B    EAD

3. Status Date: \_\_\_\_\_

4. Exp. Date: \_\_\_\_\_

5. Recent date of entry: \_\_\_\_\_

6. Country of Residence: \_\_\_\_\_

*If you are a Permanent Resident or International Student/Employee, please bring the following Employment Eligibility documents (foreign passport and I-20 or DS-2019 or Permanent Resident card).*

## Department

Org ID: \_\_\_\_\_ Location Code: \_\_\_\_\_ Job Class Code: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

## SAS Human Resources

TBH submitted (date): \_\_\_\_\_ I-9 submitted (date): \_\_\_\_\_

Preparer initial: \_\_\_\_\_

Notes: \_\_\_\_\_