

College of Design

NEW HIRE/NEW APPOINTMENT FORM

Use this form to hire a new person into the University or to create a new appointment for a current or previously existing employee.

Date:	Requested By:	Department:
Employee Name:	Hiring Authority:	Dept ID:
	Working Title:	Position #:
Employee ID:		
Home Address:	Phone:	If Temp/Casual: <input type="checkbox"/> 0001 <input type="checkbox"/> Academic (9xxx)
	Email:	
Appointment Start Date:	Appointment End Date:	Reports To Position #:
If Percentage Appt – indicate % time and standard hours:	If Hourly Appt – estimate # of hours/week (online time reporting required):	Reports To Name:
Base Salary and/or Hourly Rate:		Pay Group: <input type="checkbox"/> P9-month <input type="checkbox"/> P12-month <input type="checkbox"/> PLH (Under 9, Stu Hrly, Short Term)
EFS# (Fund/Dept ID/Program or Project)		
New Combo Code Needed: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Notes:		
I9 Verification Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Background Check Approval Date:	
Office Phone:	Office/Campus Address for UM Directory:	
Confidential Employee Information: <i>Reminder to Contact Payroll to provide Social Security # and Date of Birth for New Hires</i>		

APPROVALS:	
Hiring Authority Signature:	Date:
CDes HR Approval:	Date:
<i>*Required for all new and replacement positions in administration, departments and R&O centers. Required for UG and Grad appointments in administration and R&O centers. Not required for departmental UG and Grad appointments.</i>	
CDes Finance Approval:	Date:
<i>*Only required for new and replacement staff/faculty/Grad appointments in administration and R&O centers.</i>	
SUBMIT COMPLETED/APPROVED FORM TO CDES HUMAN RESOURCES	
REMINDERS FOR NEW HIRES:	
<input type="checkbox"/> Attach appointment letter, resume, verification of highest degree form <input type="checkbox"/> Notify CDES IT for computer/tech set-up <input type="checkbox"/> Notify HR to add to CDES listserv and directories	<input type="checkbox"/> Develop Orientation Plan <input type="checkbox"/> Notify appropriate person re: mailbox, name signs, supplies, business cards etc.