



## NEW HIRE/REHIRE CONFIRMATION

EFFECTIVE DATE:   /  /  

 

PLEASE PRINT CAREFULLY

PAYROLL #

Employee's Last Name _____	First Name _____
Social Security # _____	Date of Birth _____
Street _____ Apt. _____	
City _____ State _____ Zip _____	Phone: _____
Position _____	Department _____
Salary \$ _____ <input type="checkbox"/> HOURLY _____ <input type="checkbox"/> ANNUAL Status: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMP	

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SENIOR VICE PRESIDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HR DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRESIDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOT REQUIRED FOR PART-TIME FACULTY POSITION

FOR PAYROLL/HR USE ONLY:		
WITHHOLDING ALLOWANCES #	_____ <input type="checkbox"/> SINGLE	_____ <input type="checkbox"/> MARRIED
SEX	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	
EMPLOYMENT SOURCE:	<input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> NEWSPAPER	<input type="checkbox"/> INTERNET <input type="checkbox"/> REFERRAL
ETHIC CODE (CHECK THE APPROPRIATE BOX) (FOR EEOC PURPOSES)	<input type="checkbox"/> NATIVE <input type="checkbox"/> ASIAN/PACIFIC ISLANDS <input type="checkbox"/> WHITE	<input type="checkbox"/> AFRICAN <input type="checkbox"/> HISPANIC