

Notification of Hire

Please complete this form when you plan to hire an Hourly (Student/Non-Student),
Research Associate, Post Doctoral Fellow or Student Academics

****This form is due prior to first day of employment****

Name of Applicant: _____

Social Security number: _____

Position title: _____

Rank Code: _____

FTE: _____

Proposed salary or hourly rate: _____

Anticipated Start Date: _____

End Date (if applicable): _____

Department: _____

Office Address: _____

Supervisor: _____

Account name and number: _____

Approval

Account Manager: _____

Department Chair: _____

Prepared by:

Dean's Office: _____

Please return to Sherri Alexander or Terri Ryckaert in ET 215