

Employee -- Job Assignment

New Hire, Current/Rehire

Department of Sociology, Social Work & Anthropology



Employee

Employee Name

Employee Job Title

A#

Leave blank if not known

Supervisor Name

Financial

Hourly rate \$

Funding source(s)

Index %



Index %



Index %

Index %

Position Information

New Hire Current or Rehire

Job Assignment

Begin Date

End Date

Leave blank if ongoing

Job Posting/ Requisition Number

Additional Information

NOTE: Employees must complete employment documents (I-9, W-4, etc.) with the Courtenae Palmer (OM 239). Employees will need two forms of ID (one to verify identity and one to verify employment eligibility). Information for direct deposit will also be needed.

Submit by Email