

STUDENT NEW HIRE FORM

This section to be completed by hiring supervisor:

This form must be submitted to HR 5 working days before the start date and all information needs to be completed. Failure to submit in a timely manner may result in a delay in the hire.

Job Effective date Compensation Rate _____

Department UDDS: A87 _____ Working Title: Lab Assistant/Tutor/Clerical Assist/Other

Funding Information (Distribution must total 100%)

Fund _____ Dept ID _____ Program _____ Project _____ Distr % _____

Fund _____ Dept ID _____ Program _____ Project _____ Distr % _____

Approver _____ Backup Approver _____

This section to be completed by student:

Are you a UW Student? Y or N

Have you worked on campus before? Y or N

Last Name _____ First Name _____ M _____

National ID (SSN) _____ Date of Birth _____ Gender M or F

Ethnicity _____ Phone (Home) _____ Phone (Cell) _____

Home Address _____ City/State _____ Zip _____

Email Address _____

New hire forms given to employee/or picked up from HR

This section to be completed by Department Administrator:

I verify that the information on this form is accurate and up to date. (*Signed by the Department Administrator*)

Department Administrator Signature _____

Dean's Hire Approval Date: _____

This section to be completed by HR:

Empl _____ HRS _____ TL Security _____ Funding _____ I-9 _____