

NEW HIRE/REHIRE FORM (CIRCLE ONE)

DEPARTMENT NAME: _____

ACCOUNT DESCRIPTION: _____

Department: _____ **Project:** _____ **Initiative:** _____ **Segment:** _____

***Name of supervisor who will approve Timecard:** _____

STUDENT NAME: _____ **UNI ID:** _____

POSITION: (CIRCLE ONE)

Student Employee **OTHER (please specify):** _____

EFFECTIVE DATE: _____

APPLICANT MAY NOT BEGIN WORKING UNTIL ALL PAPERWORK HAS BEEN COMPLETED.

***LIBRARIES HR WILL EMAIL AUTHORIZATION TO BEGIN WORK TO STUDENT AND SUPERVISOR.
WORK CANNOT BEGIN UNTIL AUTHORIZATION EMAIL IS RECEIVED.***

Signature Approval: _____

9/2020