



NEW HIRE FORM

NAME OF PERSON HIRED: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

POSITION TITLE: _____

NON- EXEMPT EXEMPT

START DATE: _____

SALARY TO BE PAID: _____ \$

POSITION SUPERVISOR SIGNATURE: _____

SR. VP FOR FINANCE &
ADMINISTRATION SIGNATURE: _____

DEPARTMENT (S) ALLOCATED: _____

******* WHEN A PERSON IS HIRED, THIS FORM MUST BE COMPLETED & RETURNED TO THE HUMAN RESOURCES OFFICE SO THE PERSON CAN BE PUT ON THE COLLEGE PAYROLL*******