

## WLU NEW HIRE INFORMATION

☐ Change      ☐ Terminate-Invol      ☐ New Hire      ☐ Regular      ☐ Adjunct  
☐ Terminate-Vol      ☐ Student

### TO BE COMPLETED BY EMPLOYEE:

Last Name:		First:		Middle Initial:	
SSN:		Phone #:		Date of Birth:	
Street:		City:		State: ZIP:	
Emergency Contact:		Relationship:		Phone #:	

Gender:		Marital Status:		Veteran Status:		Citizen:		
Service Eligible (18-25):			Ethnicity:			Education:		
Have you ever or are you currently working at another WV State Agency?						If yes, which one?		

### INTERNAL USE ONLY - TO BE COMPLETED BY HUMAN RESOURCES:

Action			Work Types:		
Home:			Position #		
Position # Description/Job Title:			Sub Title:		
Department:			Total Credit Hours:		
Civil Service Status Code:			SOC Code:		
<input type="checkbox"/> Classified		<input type="checkbox"/> Non-Classified		<input type="checkbox"/> Faculty <input type="checkbox"/> Adjunct	
Effective Date:		Pay Periods:		FTE: Annual Salary:	
Hire Date:		Pay Rule:		Retirement:	
WLU Supervisor:			WLU Timekeeper:		

### INTERNAL USE ONLY - TO BE COMPLETED BY HIRING UNIT MANAGER:

Student Name:		Student ID:		New Hire      Past Hire	
Duties:					
Rate of Pay:		Hours Per Week:		# of Weeks:	
				Total for FY17: Total \$ Requested:	
Org:		Acct:			

### INTERNAL USE ONLY – TO BE COMPLETED BY FINANCIAL AID DIRECTOR & BUSINESS OFFICE:

Work Study Award:		Yes      No	
Personal Service:		Yes      No	
Year:	Fund:	Work Study	Personal Service

HUMAN RESOURCES>FINANCIAL AID>BUSINESS OFFICE>HUMAN RESOURCES>HIRING UNIT MANAGER

SUBMIT TO HR