## WLU NEW HIRE INFORMATION

☐Add ☐Terminate – \	☐Change ⁄ol ☐Termina	ite – Invol		New Hire Extra Help	Permanent Adjunct Personal Service Work Stud	
EMPLOYEE:		111101		LXtru Treip	El cisoliai sel vice El vvolk stac	
Last Name:	First:			Middle Initial:		
		Phone #:			Date of Birth:	
Street:	City:		State:		ZIP:	
Emergency Contact:	1	Relationship:	1 2 20 20 2	Phone #:		
				1		
Gender: Check one Marital Status: Check One			Veteran Status: Check One Citizen: Check One			
Service Eligible (18-25): Check One Ethnicity: Che		thnicity: Check One	Education: C		on: Check One	
Have you ever and are yo	u currently working	at another WV State	University?	Check If yes, whic	ch one?	
				-		
INTERNAL USE ONLY - TO	BE COMPLETED BY	HUMAN RESOURCE	S:			
Action: Check			Work Status: Check			
Home:			Position #			
Position # Description/Job Title:			Sub Title:			
Department:			Total Credit Hours:			
Civil Service Status Code:			SOC Code:			
Classified	Non-Classified		Faculty Adjunct			
Effective Date:	Pay Periods:		FTE:			
Hire Date:	Pay Rule: Check One			Retirement: Check One		
	,			WLU Timekeeper:		
WLU Supervisor:			WLU TIMEKE	eper:		
INTERNAL USE ONLY – TO	RE COMPLETED BY	HIRING LINIT				
Student Name:	DE COMILEE E	Student ID:			New Hire Past Hire	
Duties:		Stadent 15.			new rime in ruserime in	
Rate of Pay:	/: Hours Per Week: # of Weeks			Total for FY17:	Work Study or	
					Personal Service	
Org:	Fund:		Acct:			
5.6.	1 01101		1			
Student Name:					New Hire Past Hire	
Duties:					New Time     Tust Time	
Rate of Pay:			: Total for FY17:		Work Study or	
nace of ray.	TIOUIST CT WCCK.	" Of Weeks.	•	Total for F117.	Personal Service	
Org:	Fund:		Acct:	1		
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Student Name:		Student ID:			New Hire Past Hire	
Duties:		Student ID.			New Hire Fast Hire	
Rate of Pay:	Hours Per Week:	# of Weeks:	•	Total for FY17:	☐Work Study or	
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Org:	Fund:		Acct:		Craonar acrivice	
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Ctudent Name:  Ctudent ID:  Nov. History Deat History						
Student Name: Duties:		Student ID:			New Hire Past Hire	
Rate of Pay:	Hours Per Week:	# of Weeks:	1	Total for FY17:	Work Study or	
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Org:	Fund:		Acct:			