

WLU NEW HIRE INFORMATION

☐ Add
 ☐ Change
 ☐ New Hire
 ☐ Permanent
 ☐ Adjunct
☐ Terminate – Vol
 ☐ Terminate – Invol
 ☐ Extra Help
 ☐ Personal Service
 ☐ Work Study

EMPLOYEE:

Last Name:		First:		Middle Initial: <input type="checkbox"/>	
SSN:		Phone #:		Date of Birth:	
Street:		City:		State: ZIP:	
Emergency Contact:		Relationship:		Phone #:	

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

INTERNAL USE ONLY - TO BE COMPLETED BY HUMAN RESOURCES:

Action: Check		Work Status: Check	
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: Check One	Retirement: Check One	
WLU Supervisor:		WLU Timekeeper:	

INTERNAL USE ONLY – TO BE COMPLETED BY HIRING UNIT:

Student Name:		Student ID:		New Hire <input type="checkbox"/> Past Hire <input type="checkbox"/>	
Duties:					
Rate of Pay:	Hours Per Week:	# of Weeks:	Total for FY17:	<input type="checkbox"/> Work Study or <input type="checkbox"/> Personal Service	
Org:	Fund:	Acct:			

Student Name:				New Hire <input type="checkbox"/> Past Hire <input type="checkbox"/>	
Duties:					
Rate of Pay:	Hours Per Week:	# of Weeks:	Total for FY17:	<input type="checkbox"/> Work Study or <input type="checkbox"/> Personal Service	
Org:	Fund:	Acct:			

Student Name:		Student ID:		New Hire <input type="checkbox"/> Past Hire <input type="checkbox"/>	
Duties:					
Rate of Pay:	Hours Per Week:	# of Weeks:	Total for FY17:	<input type="checkbox"/> Work Study or <input type="checkbox"/> Personal Service	
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Rate of Pay:	Hours Per Week:	# of Weeks:	Total for FY17:	<input type="checkbox"/> Work Study or <input type="checkbox"/> Personal Service	
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