

NEW



2016 NEW STUDENT SUMMER HIRE STATUS FORM

EMPLOYEE INFORMATION TO BE COMPLETED BY SUPERVISOR

Start Date: _____ Last Day Worked: _____

SSN or Banner ID: _____ Position: _____

Last Name: _____ Suffix: _____

First Name: _____ MI: _____ Prefix: _____

Home Address: _____

State: _____ ZIP: _____ Home Phone: _____

Registered for 2016 Fall Semester: Yes No

POSITION INFORMATION: TO BE COMPLETED BY SUPERVISOR

Position Type : Staff Status: Part-Time Temporary Summer

Department Name: _____ Banner Organization Code: _____

Rate of Pay: New (\$8.10/hour) Returning (to same department) (\$8.35/hour)

Stipend Amount: \$ _____ Stipend is to be paid over how many pay periods? _____

Exceptions to above rates must be approved in advance by Rich Mausser, V.P. for Administration/CFO

IMPORTANT NOTE: A COPY OF THE APPROVED 2016 DEPARTMENTAL PART-TIME SUMMER HELP REQUEST FORM FOR THIS POSITION MUST BE ATTACHED

APPROVALS

HIRING SUPERVISOR: _____ Date: _____

BUDGET DIRECTOR: _____ Date: _____
(Academic Division: D. Wong / All other departments: J. Dillon)

HUMAN RESOURCES: _____ Date: _____

EEOC INFORMATION: TO BE COMPLETED BY HUMAN RESOURCES

Birth Date (MM/DD/YYYY) _____

Ethnicity: White Black Hispanic Asian Native American/Alaskan Other

Gender: Male Female Marital Status: Single Married Divorced

Citizenship: US Citizen Non-US Citizen Country of Origin: _____

Non-Resident Alien Permanent Resident Visa Type _____ Exp. Date: _____