

Employment Form

This form must be completed and accompany all requests
[Faculty, Administrative Professionals, State Classified, Postdoctoral Fellows, Grad Assistantships, Hourlies, Joint appointments, Faculty Affiliate appointments, Visiting Scientists]

Dept # _____

New OR Reappointment

Employee's Name _____

Supervisor's Name _____

Job Title: _____

Pay Rate: _____

[0.00 pay rate for joint appointments, faculty affiliates, visiting scientists]

Account(s) to be paid from: _____

Start Date: _____ End Date: _____

Employment Group (Mandatory Background Check):

Faculty	Administrative Professional	State Classified
Hourly (non-student)	Hourly (state classified hourly)	

Employment Group (Background Check Conditional*):

Hourly (student/non-workstudy)	Hourly (student-workstudy)	Grad Assistantship
Postdoctoral Fellow	Faculty Affiliate	Visiting Scientist
Joint Appointment	Fellowship Grant Trainee	

* Please answer Yes or No to the following questions:

Yes No

Will the employee work with vulnerable populations (e.g., children, animals); work with controlled substances, select agents or other sensitive research materials/information; have unsupervised access to buildings, resident halls or other secure facilities; or, have access to sensitive information? (Sensitive information includes, but is not limited to, personally identifiable info such as SSN, financial account numbers, student ID, home address/phone number, passport number, computer acct./password info, health/medical related info, or info that would constitute an increased risk of identity theft including DOB or personal info known primarily by the individual such as mother's/father's middle name, etc., and written communications regarding personnel matters).

Yes No

Will the employee be responsible for operating a University owned or controlled vehicle; requires driving of children, patients, students, clients or others in a private vehicle; or, requires renting a vehicle on a regular or routine basis to conduct University business?

Special Instructions: [Include justification for joint appointment and/or faculty affiliate request]

To complete employment documents, new employees must bring to the ABC:

- ❖ Social Security Card
- ❖ Driver's License
(Passport will substitute for SS card and driver's license)
- ❖ Voided Check or Deposit Slip