# Human Resource Services

**Non-Student Hourly Appointment Data**

For New Hires and New Assignments

- Name: ____________________________
- Hire Date: ___________
- Department: ____________________________
- Pay Rate: ___________
- Job: ____________________________
- Appt End Date: ___________

**Reason**

- ☐ All/New Assignment
- ☐ All/New Hire
- ☐ All/Rehire

**Account**

- ____________________  __________
- ____________________  __________
- ____________________  __________

* Location consists of room number and four-digit Facilities-assigned building code.