

Non-Student Hourly New Hire Form

Biographical Data - To be completed by the employee

Name (Last, First Middle) _____ SSN ____ - ____ - ____

Sex: ___ M ___ F Disabled: ___ N ___ Y

Ethnic Origin: ___ American Indian or Alaskan Native (Not Hispanic or Latino)
 ___ Asian (Not Hispanic or Latino)
 ___ Black or African American (Not Hispanic or Latino)
 ___ Hispanic or Latino
 ___ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
 ___ Two or More Races (Not Hispanic or Latino)
 ___ White (Not Hispanic of Latino)Military Status: ___ Disabled Veteran ___ Disabled Vietnam Veteran
 ___ Disabled Vietnam and Other Protected Veteran ___ Newly Separated Veteran
 ___ Newly Separated and Disabled ___ Newly Separated and Other Protected
 ___ Newly Separated, Disabled and Other Protected ___ Not a Veteran
 ___ Other Protected Disabled Veteran ___ Other Protected Veteran
 ___ Veteran (not used for legislative reporting) ___ Vietnam Veteran
 ___ Vietnam Veteran, Newly Separated ___ Vietnam Veteran, Newly Separated and
 ___ Vietnam Veteran, Newly Separated and Other Protected
 ___ Vietnam Veteran, Newly Separated, Disabled, Other Protected
 ___ Vietnam and Other Protected Veteran

Address _____ City _____ State _____

Zip _____ Home phone (____) _____ Birth date: _____

Emergency contact _____ Phone (____) _____ H/W Relationship _____

Appointment Data - To be completed by the department (Optional)Visa type _____ Work phone (____) _____
Department _____ Hire date _____ PERA Entry Date _____
Job title _____
Hourly salary _____ Payroll Bi-weekly Employee group Non-Student Hourly
Employee Qualifier Non-Federal Employment category Temporary
Appt end date _____

CSU account number(s)	Start date	Percent
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Conditions of Appointment:

NOTE: Before this new hire can be approved the following forms must be received by the indicated offices.**Human Resources – Records:** I-9, PERA Member Record, and SSA-1945 forms.**Human Resources – Payroll:** W-4 and Payment Disposition Action (PDA) forms.

Revised 2/2007