

SAMPLE NEW HIRE FORM

New Hire Details

Date: _____ Department: _____

Employee Name : _____ Email: _____

Job Code: _____ Job Title: _____

Start Date: _____ End Date: _____

Supervisor Name: _____

Social Security Number _____

Legal First Name: _____ Middle: _____ Last: _____

Date of Birth: _____

Permanent Address (*in US*): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Non-Rutgers Email Address: _____

Gender: _____

Citizenship Status: _____

(If Lawful Permanent Resident: Must bring Employment Eligibility Documents to SAS Service Center, i.e. EAD Card, Perm. Resident Card, F-1, I-20, etc.)

Upload Proof of SSN (Social Security Card):

Upload Proof of Birth Date (Passport or License):

SAMPLE NEW HIRE FORM

Hiring Unit Details / Accounting Codes

Job Class

Hourly Rate / Salary: _____

Type GL:

Type	Unit	Division	Org	Fund Type	Loc	Bus Line	%	Salary/Rate

Type Project:

Type	Loc	Bus Line	Project	Task	Expend. Org	%	Salary/Rate

Total %:

Total Salary:

Supervisor's Name:

Phone:

Supervisor Signature:

Date:

Approval Signatures

Employee: _____

Date Signed: _____

Administrator Name:

(Initial): _____ Date: _____

Supervisor Name:

(Initial): _____ Date: _____

Administrator Approval:

(Initial): _____ Date: _____