

NEW FACULTY HIRE

Purpose: Coordinate data input of all new faculty hires and assure BOT has approved hire.

Steps:

- 1) Have faculty member complete Personal Sections of Hire Data Worksheet and Tax card completely.
- 2) Complete Job Data Sections of Hire Worksheet. Be sure to include all Funds, Positions & Requisition Numbers, Timekeeping Group ID, and Check Distribution Department.
- 3) Visa/Permit Data will NOT be input unless all copies of Passport & H1-B paperwork is copied and sent.
- 4) Fax Worksheet and all other pertinent data to Lori Weber (2-1218) for input.
- 5) Lori will send email with ID # as soon as entry is complete. The new hire can then proceed with ID processing, parking permit etc.