



Saint Francis University (All * fields MUST be completed)

Fill and print

New Hire Form

*Employment Inquiry Release (background check) completed? Yes No New hire Rehire

*Is new hire - New position? Yes No Replacement? Yes No Last held by:

SECTION A: SELECT ALL THAT APPLY

1. **Employment Class:** (select from drop down menu) (select faculty rank from drop down menu) (Faculty only)
- Tenure Track Non-Tenure Track
Visiting
2. **Employment Type:** Full time SFU Undergraduate Student High School Student
 Part time (20 - 35 hrs/wk) SFU Graduate Student Temporary/Casual (1 - 20 hrs/wk)

SECTION B:

3. **Employee Name (Last, First, MI, Title)**

4. **Address**

(street address)

Last 4 digits of Social Security Number:

(city, state zip code)

5. **Position Title**

6. **Department Name**

7. **Hire / Start Date**

Contract End Date

8. **Supervisor**

9. **Annual Salary and/or Hourly Rate**

10. ***Account Number (required field)**

\$

\$

11. **Remarks**

- Degree is considered a terminal degree Degree is not considered a terminal degree for promotion and tenure.
 Eligible for relocation expense -

12. **Approval signatures:**

Supervisor/Dept. Director _____	Date _____
Division Head _____	Date _____
Human Resources _____	Date _____
VP for Finance _____	Date _____

SECTION C: To be completed by Human Resources

Faculty CIP Code: _____

Faculty Discipline/Description: _____

Staff Salary Grade: _____

Entered in Jenzabar: