**Saint Francis University (All \* fields MUST be completed) 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:**      

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| **SECTION A: CHECK ALL THAT APPLY** |  |

**1. Employment Class:**  Faculty (9 or 10 - month)  Tenure Track  Administrative  Faculty (Adjunct)

Faculty (11 or 12 - month)  Non-Tenure Track  Operational  Student

**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)

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| **SECTION B: PRINT CLEARLY** |  |

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| **3. Employee Name ( Last, First, MI, Title)**    **Last 4 digits of Social Security Number**: | | **4. Address** | |
| **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. | | |

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| **12. Signatures for Approval:** | | | |
| **Supervisor/Dept. Director** |  | Date |  |
| **Division Head** |  | Date |  |
| **Human Resources** |  | Date |  |
| **VP for Finance** |  | Date |  |

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| **SECTION C: To be completed by Human Resources** |  |

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| **Group Code:** 1 – Employees  7 – Grad/Undergrad Students  6 – Franciscians | **Contract:**  months appointed  **Seniority Date:** | **General Faculty** Y / N  **Tenure Track** Y / N |
| **Benefits:** Effective Date | Health S TP F  Vision S TP F  Dental S TP F | Direct Deposit Retirement %  LTD STD  Life $ |