**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 $  |