Department of Mechanical Engineering - New Hire Information Sheet

Employee Information		
Salutation: ☐Dr. ☐Mr. ☐Mrs. ☐Ms. ☐Miss		Sex: ☐Male ☐Female ☐Other: _____
Name (First Middle Last):		
Employment Start-Date:		US Social Security #:
Date of Birth:		Citizenship:
Full Residence Address:		Full Postal Address (if different):
Phone#:	Alt. Phone#:	Email:
Race ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Pacific Islander ☐ White ☐ Two or more races		
Ethnicity ☐ Hispanic/Latino		☐ Not Hispanic/Latino
Veteran? ☐ Non-Veteran ☐ Disabled Veteran ☐ Recently Separated Veteran ☐ Vietnam Era Veteran ☐ Other Protected Veteran ☐ Special Disabled Veteran ☐ Armed Forces Service Medal Veteran		
Last Degree Earned:		Date Last Degree Earned:
Emergency Contact Information		
Name:		Telephone #:
Full Address:		
International Employees Only		
Visa Type:		Original US Entry Date:
Visa Issue Date:		Visa End Date:
Work Auth. Expiration Date:		☐ Foreign National Information Form completed
Licensure or Certification		
License or Certification? ☐ YES ☐ NO		License # and State:
License Begin Date:		License End Date:
Administrative Actions – For Department Use Only		
Position Title:		
Work Location - Building and Room #:		
Reports To:		Salary Amount:
Position #:		Position Maintain ISR #:
Internal Order / Cost Center (if more than one, indicate % or amount to charge each):		
Org Unit: ☐ 10001495 ☐ 10003938		Standard Hours _____
☐ I-9 Form Notification Sent to Employee		Graduate student academic positions: ☐ Fellowship / non-employee = 1 ☐ Research Assistant = 10 ☐ Teaching Assistants = 5
☐ Tax Forms completed		
☐ Direct Deposit offered		
☐ "Confirmation of Campus Employ" form completed for student employees		

Hire ISR #: