

Date Stamp

Employment Paperwork Cover Sheet

Type of Hire: New Hire Rehire Extend Current Assignment

Documents will not be accepted without the Employment Paperwork Cover Sheet. Missing documents will prevent the start of the employee and the timely input of data into Banner, with the exception of the direct deposit form.

Instructions: Complete the following 3 sections and sign Preparer Section. **Employment begins when completed paperwork is received in HRSTM.** Please check the box to indicate each document is attached to this cover sheet. Send this cover sheet along with the completed documents to the HRSTM Records team; **OR** deliver to the HRSTM Representative on campus.

Name of Employee: _____ M#: _____
PRINT NAME

Supervisor Name: _____ Phone # _____
PRINT NAME

Department: _____ Campus: _____
PRINT PRINT

EMPLOYMENT TYPE: Please check one of the following to reflect the job for hire:

Part-time Faculty WD & CE Faculty/Instructor
(Assigned to CRN/Class) Federal Work Study Worker

Short-term Temporary Student Assistant Worker

Please place all new hire paperwork in the employment paperwork mailbox in HRSTM

Suggested Start Date: _____

<p>HRSTM Forms</p> <p><input type="checkbox"/> PAF (Personnel Action Form) <input type="checkbox"/> Personal Data Form</p> <p><input type="checkbox"/> Background Check Disclosure Form <input type="checkbox"/> I-9 Form (verification by HRSTM Staff only)</p> <p><input type="checkbox"/> MC Authorization to Release Criminal Information Form</p>	<p>Payroll Forms</p> <p><input type="checkbox"/> Tax Forms (Federal & State) (Must complete new forms if a new hire or rehire)</p> <p><input type="checkbox"/> Direct Deposit Form (Optional)</p>
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PREPARER

Prepared and Submitted By: _____ Date: _____
PRINT INITIAL/SIGNATURE

HRSTM Initials:	HRSTM HRIS Initials:	Payroll Initials:
Date:	Date:	Date: