Washington University School of Medicine Operations & Facilities Management Department

Hire Information Form

NEW HIRE - Required

|  |  |
| --- | --- |
| Employee Type (check one): X Staff Student | |
| Name: | |
| Start Date: |  |
| Job Title: | Grade: |
| Campus Location - Building: Room# | : Work Phone # |
| **Shift Differential: Applies to Custodial Services and Facilities Eng ONLY**  Custodial Services: Day Shift \_\_\_\_ 2nd Shift \_\_\_\_ 3rd Shift\_\_\_\_ | Facilities Eng: Day Shift \_\_\_\_ Night Shift\_\_\_\_ |
| Hiring Supervisor: | Hiring Supervisor’s Phone #: |
| Timesheet Approver 1: | Additional Comments: |
| Timesheet Approver 2: |  |
| Timesheet Approver 3: |  |

1. PAYROLL/PERSONNEL INFORMATION:

|  |  |
| --- | --- |
| 2. Sources: | |
|  |  |
| 3. Status: Full-Time Part-Time Zero Hour | 4. Standard Hours/Week: 40 |
|  |  |
| 5. Rate of Pay: | 6. Job ID# : |
|  |  |
| 7. Dept ID # |  |

CHANGES TO CURRENT STAFF

|  |  |
| --- | --- |
| Name: | |
| Employee ID #: | |
| Start Date of Change: |  |
| Job Title: | Grade: |
| Campus Location - Building: Room# | : Work Phone # |
| Hiring Supervisor: | Hiring Supervisor’s Phone #: |
| Timesheet Approver 1: | Additional Comments: |
| Timesheet Approver 2: |  |
| Timesheet Approver 3: |  |

II. PAYROLL/PERSONNEL INFORMATION:

|  |  |
| --- | --- |
| 2. Sources: | |
|  |  |
| 3. Status: Full-Time Part-Time Zero Hour | 4. Standard Hours/Week: 40 |
|  |  |
| 5. Rate of Pay: | 6. Job ID# : |
|  |  |
| 7. Dept ID |  |

All sections below are required. Only one “Authorized Signature” is required.

Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature:

Primary Authorization: Tom Vohs, Associate Director of Finance

Backup Authorization:

Jamie Ryan, Executive Director of Business Operations

Melissa Rockwell-Hopkins, Assistant Vice Chancellor, Assistant Dean

John Ursch, Executive Director of Public Safety & Campus Services