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:

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| --- |
| 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