



Please provide the following information about your new hire:

Name: \_\_\_\_\_  
                    First                                    Middle Initial                                    Last

Social Security Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

Position Title: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Location: \_\_\_\_\_

Department: \_\_\_\_\_

Other Pertinent Details: \_\_\_\_\_

\_\_\_\_\_

Authorizing Manager: \_\_\_\_\_