

Employment Notice - Staff

HIRING / BUDGET MANAGER PLEASE COMPLETE:

Employee Name: _____

POSTION DATA

Date of Hire: _____

Job Title: _____

Department: _____

Banner Organization Code: _____ Banner Account Code: _____

EZ Labor Supervisor: _____ Alternate EZ Labor Supervisor: _____

STAFF:

Full-time: ☐ 9 Mo. ☐ 10 Mo. ☐ 12 Mo. ☐ Semester

Part Time: ☐ 9 Mo. ☐ 10 Mo. ☐ 12 Mo. ☐ Semester

Temporary: ☐ Summer ☐ On Call

Other: ☐ Intern ☐ Consultant/Temporary Employee

☐ Exempt Annual Salary: \$ _____ / Biweekly Salary: \$ _____

☐ Non- Exempt Hourly Rate: \$ _____

Schedule:

Scheduled # of hours per week: ☐ 40 hrs. ☐ 35 hrs. ☐ 20 – 35 hrs. ☐ 0-19 hrs.

Shift Start Time: _____ ☐ AM ☐ PM

Shift End Time: _____ ☐ AM ☐ PM

Scheduled Days: ☐ Mon. ☐ Tu. ☐ Wed. ☐ Thur. ☐ Fri. ☐ Sat. ☐ Sun.

Vacation Accrual: _____ Weeks ☐ Pro-rated

Coaches:

Sport: _____ Season: _____

Seasonal Salary: \$ _____ / Biweekly Salary: \$ _____

Begin Pay Date: _____ End Pay Date: _____

Ray Baum's Act Compliance(All fields must be completed):

Office Number: _____

Office Location(Level): _____

Building Name: _____

Building Address: _____

Phone Extension: _____

Hiring / Budget Manager Signature: _____ Date: _____

FOR PAYROLL USE ONLY

FILE # _____

EMPLOYEE TYPE _____

HOME DEPARTMENT INDEX CODE _____

DATA CONTROL FIELD (IF _____

USES EZLABOR? _____

PAY GROUP _____

USER NAME _____ PASSWORD _____

BADGE# _____ CLOCK ASSIGNED _____

SUPERVISORS ONLY/USER SECURITY GROUP _____