

Hire a Person (with a Position)

Employee Name:	Empl ID:	Empl Rcd#:
Business Unit:	Department:	

Work Location

Effective Date:	<input type="text"/>	mm/dd/yyyy
Action:	<input type="text"/>	Reason: <input type="text"/>
Expected Job End Date:	<input type="text"/>	mm/dd/yyyy
Position Number:	<input type="text"/>	

Job Information

Seasonal?	<input type="text"/>	Number of Months:	<input type="text"/>	Officer Code:	<input type="text"/>
UWC/UWEX Program Area:	<input type="text"/>				

Compensation

Frequency:	<input type="text"/>		
Rate Code:	<input type="text"/>	Comp Rate:	<input type="text"/>

UW Custom Data

Probation				
Probation Type:	<input type="text"/>	Probation End Date:	<input type="text"/>	mm/dd/yyyy
Rate Exceptions		Additional		
<input type="radio"/> Under Min	<input type="radio"/> Over Max	Working Title: <input type="text"/>		
Encumbrances				
Year:	<input type="text"/>	Session:	<input type="text"/>	

UW Benefits

Benefits Intention:	<input type="text"/>	Rehired Annuitant:	<input type="text"/>
Previous WRS State Service:	<input type="text"/>	Visiting from Other Institution:	<input type="text"/>
Previous WRS Local Service:	<input type="text"/>	Work Out of State Required:	<input type="text"/>

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Employment Data

Criminal Background Check Date: mm/dd/yyyy

Accrue Tenure Services

FTE for Flex Service Accrual: 0.000000

Time Entry Mode:

Name: _____ Signature: _____ Date: mm/dd/yyyy

For Office Use Only

Person Hired Empl ID: _____ Empl Rcd#: _____

Processed By: _____ Date: _____