

Hire a Person (without a Position)

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

Work Location

Effective Date:	<input style="width: 95%;" type="text"/>		mm/dd/yyyy
Action:	<input style="width: 100%;" type="text"/>	Reason:	<input style="width: 100%;" type="text"/>
Expected Job End Date:	<input style="width: 95%;" type="text"/>		mm/dd/yyyy
Business Unit:	<input style="width: 100%;" type="text"/>		
Department:	<input style="width: 100%;" type="text"/>		
Location:	<input style="width: 100%;" type="text"/>		

Job Information

Job Code:	<input style="width: 95%;" type="text"/>	Title Description:	<input style="width: 95%;" type="text"/>
Seasonal?	<input style="width: 95%;" type="text"/>	Number of Months:	<input style="width: 40%;" type="text"/>
Full/Part Time:	<input style="width: 100%;" type="text"/>		
Empl Class:	<input style="width: 95%;" type="text"/>	Officer Code:	<input style="width: 95%;" type="text"/>
UWC/UWEX Program Area:	<input style="width: 95%;" type="text"/>		Pay Basis:
Pay Basis:	<input style="width: 95%;" type="text"/>		
Standard Hours:	<input style="width: 95%;" type="text"/>		00.00
FTE:	<input style="width: 95%;" type="text"/>		0.000000

Compensation

Frequency:	<input style="width: 95%;" type="text"/>
Rate Code:	<input style="width: 95%;" type="text"/>
Comp Rate:	<input style="width: 95%;" type="text"/>

UW Custom Data

Continuity:	<input style="width: 95%;" type="text"/>
Probation	
Probation Type:	<input style="width: 95%;" type="text"/>
Probation End Date:	<input style="width: 95%;" type="text"/>
	mm/dd/yyyy
Rate Exceptions	
<input type="radio"/> Under Min <input type="radio"/> Over Max	Additional
Working Title:	<input style="width: 95%;" type="text"/>
Encumbrances	
Year:	<input style="width: 95%;" type="text"/>
Session:	<input style="width: 95%;" type="text"/>

Hire a Person (without a Position)

Employee Name:

Empl ID:

Empl Rcd#:

Business Unit:

Department:

UW Benefits

Benefits Intention:

Rehired Annuitant:

Previous WRS State Service:

Visiting from Other Institution:

Previous WRS Local Service:

Work Out of State Required:

Employment Data

Criminal Background Check Date:

mm/dd/yyyy

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: