

Student Help Template-Based Hire

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

Previously worked at the University of Wisconsin: Yes No

Work Study POI: Yes No

Fields with an asterisk are required.

Hire Details

Action:	<input type="text"/>		
Reason Code:	Original/New Hire		
*Job Effective Date:	<input type="text"/>	mm/dd/yyyy	
Name			
*First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>	Name Suffix:	<input type="text"/>
National ID:	Please contact your HR representative by phone with the Social Security Number. Follow University guidelines regarding the transmittal of restricted data.		
*Date of Birth:	<input type="text"/>	mm/dd/yyyy	
*Sex:	<input type="text"/>		
Race/Ethnicity			
Ethnic Group:	<input type="text"/>		
Release Home Information: <input type="radio"/> Yes <input type="radio"/> No			
Home Address			
Address Type:	Home		
*Address Line 1:	<input type="text"/>	*City:	<input type="text"/>
Address Line 2:	<input type="text"/>	State:	<input type="text"/>
		*Postal Code:	<input type="text"/>
		County:	<input type="text"/>

Student Help Template-Based Hire

Employee Name:

Empl ID:

Empl Rcd#:

Business Unit:

Department:

Primary Phone Number 01

Phone Type:

Telephone:

Preferred

Phone Number 02

Phone Type:

Telephone:

Preferred

Additional Personal Information

Citizenship (Proof 1):

For tracking purposes only.

Criminal Background Check Date:

mm/dd/yyyy

Work Location - Job Data

*Business Unit:

*Dept UDDS:

ex. A020000

*Department:

*Location Code:

Expected Job End Date:

mm/dd/yyyy

*Compensation Rate:

Pay Basis:

Working Title:

Continuity: N

Probation Type: Not Required

*Job Code:

Please provide the student's email address in the comments field below to assist in the electronic I-9 process and so he/she can be contacted about new employee orientation.

Comments:

Note: If necessary, please also complete the Emergency Contact Information and Additional Student Help Information forms.

Name:

Signature:

Date:

mm/dd/yyyy

For Office Use Only

Processed By:

Date: