

EMPLOYEE NEW HIRE FORM

HIRE INFORMATION

Action Needed:	
If the employee is transferring or a rehire (within UCB or another UC), provide previous UC/department	
Candidate's Name:	Employee ID <i>(for current/past UC employees only)</i>
Candidate's Email:	Phone #:
Supervisor's Name:	Supervisor's Title
Department: Lawrence Hall of Science	Dept ID: OKLHS Work Location: Campus
Position #:	Appointment (appt.) Type:
Working Title:	Payroll Title:
Title Code:	Job Posting Number <i>(If applicable):</i>
Appt. Start Date:	Appt. End Date <i>(N/A for career appointments):</i>
Pay Rate <i>(List annual salary for exempt/hourly salary for non-exempt)</i>	Pay Type:
Hours Per Week:	Appointment Percentage:

CALTIME INFORMATION

Meal Break Length <i>(non-exempt only)</i>	CalTime Delegate:
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FUNDING INFORMATION

%	FUND	ORG	PR	Chrtfld 1	Chrtfld 2	PC BUSINESS	PC PROJECT	PC ACTIVITY	<i>Friendly Name</i> <i>(use only for non-exempt employees)</i>
									OK-
									OK-
									OK-
									OK-
									OK-

RECRUITMENT CLOSE OUT INFORMATION

Number of Hires Still Remaining (if this recruitment if for multiple headcounts)	<input type="checkbox"/> N/A
Is this job recruitment ready to close? <input type="checkbox"/> Yes <input type="checkbox"/> No	

APPROVALS

Group Executive Director	Name:	Signature:	Date:
Financial Analyst	Name:	Signature:	Date:
Administration Exec Director	Name: Florencia Ramos	Signature:	Date: