Employee Information Form

(To be completed by the hiring manager)

Personal Information

Full Name: _____

Address: _____ _____
Street Address *Apt/Unit #*

_____, _____ _____
City *State* *Zip Code*

Phone: (Home) _____ **(Cell)** _____

Email Address: _____

Job Information

Start Date: _____ **Is this a rehire:** ☐ Yes ☐ No

Job Title: _____

Facility/Dept: _____ **Remote Worker:** ☐ Yes ☐ No

Worker Category: ☐ Full-Time ☐ Part-Time ☐ PRN/OCE **Supervisor Role:** ☐ Yes ☐ No

Pay Rate: $_____ ☐ per hour ☐ per year

Sign-On Bonus(es): ☐ YES ☐ NO **Type:** _____ **Amount:** _____

Reports To: _____

Other T&A Supervisor(s): _____

Hiring Manager Signature: _____

Hiring Manager Printed Name: _____

Date Completed: _____

Manager New Hire Checklist

Company Email Requested: ☐ YES ☐ NO **WEX Card PIN Requested:** ☐ YES ☐ NO

Company Equipment Ordered: ☐ YES ☐ NO **Time & Attendance Reviewed:** ☐ YES ☐ NO