



Staff Hire Request Form

If you wish to hire a **Staff** employee, please provide the following information and return this form to your Departmental HR Contact.

Name	
Employee ID number (if known)	
Email address of employee	
Standard Hours	
Hourly Rate of Pay	
Funding Source (if known)	
Start Date - End Date (No end date required for regular permanent staff)	
Supervisor Name and Employee ID number	
Work Location (building name and room number)	
Will Employee Work With Minors?	
Does Employee Need Equipment and/or Computer Systems Access? (Yes/No)	IT equipment: Computer Systems Access: