

NON-STUDENT HOURLY

BIOGRAPHICAL DATA - To be completed by the employee

Name (last, first, middle) _____

Social Security No. _____

Sex: M
 F

Ethnic Origin: Alaskan Native
 American Indian
 Asian
 Black
 Caucasian
 Hispanic
 Pacific Islander

Military Status: Not a Veteran
 Veteran
 Vietnam Veteran
 Disabled Veteran
 Disabled Vietnam Vet

Disabled: Yes
 No

Address _____ City _____ State _____

Zip _____ Home Phone (____) _____ Birthdate: _____

Email Address _____

Emergency Contact _____ Phone (____) _____ Relationship _____
Home or work?

APPOINTMENT DATA - To be completed by the department

Visa Type _____ Work Phone (____) _____

Department NREL Hire Date _____ PERA Entry Date _____

Job Title _____ Class Code _____ Hourly Salary _____

Employee Group Non-Student Hourly Employee Qualifier Non-Federal Payroll Bi-Weekly Employment Category Temp

CSU Fund Number	Start Date	End Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Supervisor _____

NOTE: The I-9 and PERA Member Information/PERA Exclusion forms must be sent to Human Resource Services, Records Office, before the electronic approval of this new hire can be made. The W-4 and Payment Disposition Action (PDA) forms must be sent directly to the Payroll Office.