

New, Rehire, or Internal Hire PAF



Human Resources
Phone: 801-957-4210
Mail Code: HR

Job Acceptance Date:			
First Day of Work Date (effective date):			
Type of Hire (select one):			
<input type="checkbox"/> Full-time Faculty		<input type="checkbox"/> Full-time Staff	
<input type="checkbox"/> Adjunct Faculty		<input type="checkbox"/> Part-time Staff	
<input type="checkbox"/> Work-study		<input type="checkbox"/> International Student	
Select One: <input type="checkbox"/> New Hire <input type="checkbox"/> Internal Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Additional Assignment/Job			
Last Name		First Name	
MI		Birth Date	
SSN		Preferred Name	
Gender		Marital Status	
Select New Ethnicity: <input type="checkbox"/> Hispanic or Latino		<input type="checkbox"/> Not Hispanic or Latino	
US Citizen (y or n)		Current SLCC Student w/ 6+ Credits (y or n)	
Race: <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic/Latino/Latina <input type="checkbox"/> Native American <input type="checkbox"/> Pacific Islander			
Home Address			
Street		City	
State		Zip	
Phone Number		HM ()	
Cell ()		Other ()	
Department Name		Position Title	
Grade		Pay Rate	
Replaces			
Supervisor ID & Name (resp. hiring, performance appraisals)		S Name:	
Index (1)		Account (1)	
% of effort			
Index (2)		Account (2)	
% of effort			
Time Entry Method		<input type="checkbox"/> Department Time <input type="checkbox"/> Employee Web Time	
Labor Org		Campus Mail Code	
Time Sheet Org (Org to see timesheet in)		Time Proxy (Name & Position Number)	
Time Originator (name or self)		Time Approver (Name & Position Number)	
Comments:			
Approvals		Date	
Signature		Print Name	
Budget Center Manager			
For HR/Payroll Use Only		Banner ID	
Req #		Status	
Salary		# of pay periods	
Div Code		Table	
Grade		Position #	
HR initials		Budget initials	
Payroll initials		Payroll Processed	
SM			
Necessary Forms for HR processing-All other forms will be accessed by the new employee on the Onboarding Site.			
<input type="checkbox"/> Official SLCC Application* <input type="checkbox"/> If International Student, follow procedure <input type="checkbox"/> Transcripts (if applicable)*		There are still forms required for existing employees – please review through the Onboarding site.	
– Incomplete PAF's/out dated forms, may delay processing. Please complete all fields and submit all forms. – It is the responsibility of the supervisor to submit a Separation Form when employee is no longer with the department or the College.			