

# New, Rehire, or Internal Hire PAF

<b>Job Acceptance Date:</b>	
<b>First Day of Work Date (effective date):</b>	

**Type of Hire (select one):**

Full-time Faculty  
  Full-time Staff  
  Adjunct Faculty  
  Part-time Staff  
  Work-study  
  International Student

**Select One:**  
 New Hire  
 Internal Hire  
 Rehire  
 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							
	<small>Street</small>		<small>City</small>		<small>State</small>		<small>Zip</small>
Phone Number	HM	( )	Cell	( )	Other	( )	

<b>Emergency Contact Information</b>							
Name		Relationship		Phone #		( )	
Address							
	<small>Street</small>		<small>City</small>		<small>State</small>		<small>Zip</small>

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:	
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<b>Approvals</b>	<b>Date</b>	<b>Signature</b>	<b>Print Name</b>
Budget Center Manager			

<b>For HR/Payroll Use Only</b>			Banner ID				
Req #		Status		Salary		# of pay periods	
Div Code		Table		Grade		Position #	
HR initials		Budget initials		Payroll initials		Payroll Processed	<b>SM</b>

<b>Necessary Forms for HR processing- *Internal Hire required forms, as marked</b>		
<input type="checkbox"/> Official SLCC Application* <input type="checkbox"/> New Employee Checklist* <input type="checkbox"/> Transcripts (if applicable)* <input type="checkbox"/> Conditions of Employment Form	<input type="checkbox"/> Ethical Duties Form <input type="checkbox"/> I-9 <input type="checkbox"/> W-4	<input type="checkbox"/> Direct Deposit w/ voided check (optional) <input type="checkbox"/> If International Student, follow procedures <input type="checkbox"/> Copy of Social Security Card (payroll purposes)
– 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.		