

**For Office Use Only:**

PCN # \_\_\_\_\_

New Hire Transaction # \_\_\_\_\_

Job # \_\_\_\_\_

Funding Transaction # \_\_\_\_\_

Time Approver Access to Dept # \_\_\_\_\_

Modify Transaction # \_\_\_\_\_

Application

I-9 Transaction # \_\_\_\_\_

Offer Letter

\* \* \* \* \*

## Hiring Form

\* \* \* \* \*

Employee ID: \_\_\_\_\_

Gender: Male

Student ID: \_\_\_\_\_

Female

Date of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First

Proposed Hours: \_\_\_\_\_

Employment Period: \_\_\_\_\_ through \_\_\_\_\_  
(start date) (end date)

Proposed Pay Rate: \$ \_\_\_\_\_ per hour  
per year

Accounts to be Charged: \_\_\_\_\_ @ \_\_\_\_\_ %  
\_\_\_\_\_ @ \_\_\_\_\_ %

Brief Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

Proposed Title: \_\_\_\_\_

Student \*

Staff

Graduate Student (GTA / GRA)\*

Temporary Employee

\* Please note that eligibility for student employment requires minimum enrollment in 6 units at the University of Arizona.

*A major responsibility of the student employee's supervisor is to ensure that the student employee records actual hours worked. The supervisor should become thoroughly familiar with the payroll procedures and deadlines.*

Responsible Person's Email: \_\_\_\_\_

**For Office Use Only:**

Supervisor Position Number: \_\_\_\_\_

Time Approver Position Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Time Approver: \_\_\_\_\_