**NEW HIRE REQUEST FORM**



Please complete this form to initiate the process of **hiring**.

This form is not for FTE changes.

\*Required

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| **SECTION 1:** |
| **Requestor’s Name:**\* Click here to enter text.  | **Requestor’s Phone number:**\* Click here to enter text. |
| **PI Name, if applicable:** Click here to enter text.   | **Banner ID, if applicable:** Click here to enter text. |
| **If different from PI, Supervisor’s Name:** Click here to enter text. | **Banner ID:** Click here to enter text. |
| **Date of Request:**\* Click here to enter a date. |
| **Job Class/Position Title:**\* Choose an item. | **Other (posting requirement will be determined by HR):** Click here to enter text. |
| \***Attach a copy of the job duties for the person hired in this position.** 1/ |
| **Desired Start Date:**\* Click here to enter a date. |
| **End Date (if known):** Click here to enter a date. |
| **Salary Type:**\* Choose an item. |
| **Account Index for this transaction:**\* Click here to enter text. | **FTE (percent effort)** \***:** Click here to enter text. |
| **Indicate Hourly, Salaried or Other Dollar Amount:** \* **$** Click here to enter text. |
| **NOTE: Non-exempt positions must report daily time-in/out and are entitled to overtime pay OR per WSU guidelines, flex hours/ compensatory time when needed to work outside of the WSU established work week of 7.5 hours in a day and 37.5 hours in a week.** |
| **SECTION 2:** |
| **For new hires already identified and not requiring a posting, provide the following information. Also attach the candidate’s signed CV** |
| **First Name:**\* Click here to enter text.  | **Middle Name:** Click here to enter text.  | **Last Name:**\* Click here to enter text. |
| **Banner ID, if applicable:** Click here to enter text.  | **Access ID, if applicable:** Click here to enter text. |
| **Contact Phone Number:**\* Click here to enter text. | **Email Address:**\* Click here to enter text. |
| **Comments:** Click here to enter text. |