

MME Hiring Information Form

New offer letter

New Hire paperwork

Personnel #: _____

Name:

(Last, First, MI)

Email Address:

Phone:

Job Class/Title:

Sub Group: _____

Wage Type: _____

FTE: _____

(GRA, GTA, Post-Doc, Student worker, etc.)

If you're hiring a Postdoc, include responsibilities:

New Hire:

Rehire:

Funding Change:

Supervisor:

Start Date:

End Date:

Salary - Monthly:

or Hourly:

Number of hours worked - Monthly:

or Weekly:

Funding Source:

(Cost Center #, WBS #, etc.)

Additional Comments:

Faculty Signature:

Date:

Chair Signature (TA support only):

Date:

For Office Use Only:

Check available of funds within funding source

Does the funding source require
US Citizen (DOD, NSRI, NASA)

Initials:

Check availability dates of funding source

Yes No

Grant funding will need to be processed through Grants Manager; Janet Renoe for verification/PAF processing.