

# THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

## EMPLOYEE HIRE FORM

THIS FORM IS NOT A CONTRACT OF EMPLOYMENT

<b>1. Effective Date of Change</b>	<b>2. Date Prepared</b>						
<b>3. GWID or Social Security No.</b>	<b>4. Name (Last)</b>			<b>(First)</b>	<b>(Initial)</b>	<b>5. Rank and Full Academic Title/Position Title</b>	
<b>6. TYPE OF ACTION</b> New Hire (new GW employees) Add Position Reappointment (Faculty Only) Overload (Faculty Only)	<b>7. EMPLOYMENT HISTORY</b> This person is currently employed at GW This person was previously employed at GW		<b>8. EMPLOYMENT CATEGORY</b> Reg F/T Reg P/T Temp		<b>9. TYPE OF APPOINTMENT - FACULTY ONLY</b> Fiscal Academic Semester Summer Month		<b>10. PAYROLL MODE</b> Monthly Biweekly  Employees Working Abroad check below INTR00

<b>11. DEMOGRAPHIC INFORMATION (New hires only)</b> Birthdate: _____ Sex: M F Ethnic Origin: American Indian or Alaskan Native Asian or Pacific Islander Black, not of Hispanic Origin Hispanic White, not of Hispanic Origin  U.S. Citizen: Yes No If No, Visa Status: _____ Marital Status: _____ GW Student: Y N	<b>12. W4 ADDRESS (Address used on Tax Forms)</b> Address: _____ _____ City: _____ State: _____ Zip: _____ County: _____ Telephone: _____	<b>13. CURRENT MAILING ADDRESS (If different from W4 address)</b> Address: _____ _____ City: _____ State: _____ Zip: _____ County: _____ Telephone: _____
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**14. SALARY DISTRIBUTION > COMPLETE ONE LINE FOR EACH DISTRIBUTION**      **15. HOME DEPT.** \_\_\_\_\_      **16. BANNER HOME INDEX** \_\_\_\_\_

DEPARTMENT OR SPONSORED PROJECT AWARD	Banner Index	Account No.	% Salary	Annual Salary	Monthly Salary	Base Rate	Finish Date	Employee Class	Position Class	Pos No/ Suffix	Project	Task	Award
1													
2													
3													
4													
5													

<b>18. Remarks (For Faculty, include course number):</b>	Total											
Premium Pay: Shift1 _____ Shift2 _____ Weekend _____ Special _____ On Call _____						<b>17. Payroll Adjustment Required:</b>						
ReportsTo Position #: _____						Email of Preparer: _____						
<b>19. Prepared By:</b>					<b>Ext.</b>	<b>Date</b>			<b>22. Budget Authorization</b>			<b>Date</b>
<b>20. Dept Head:</b>						<b>Date</b>			<b>23. Personnel</b>			<b>Date</b>
<b>21. VP or Dean:</b>						<b>Date</b>						