

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

EMPLOYEE HIRE FORM

THIS FORM IS NOT A CONTRACT OF EMPLOYMENT

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

11. DEMOGRAPHIC INFORMATION (New hires only)		12. W4 ADDRESS (Address used on Tax Forms)		13. CURRENT MAILING ADDRESS (If different from W4 address)	
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		Address: _____ _____ City: _____ State: _____ Zip: _____ County: _____ Telephone: _____		Address: _____ _____ City: _____ State: _____ Zip: _____ County: _____ Telephone: _____	

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													

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