HARVEST SHARED SERVICES CENTER
NEW HIRE / REHIRE TEMPLATE

Name (Last, First)	
Minor (Under 18 Years of Age)	YES ___ NO ___
Title	
Title Code (if known)	
Start Date _____	End Date _____
Percent Effort	
FAU	
Salary Rate $_____	Monthly ___ Hourly ___
Work Study?	YES ___ NO ___
Supervisor	
Department	
Appointment Type	Career ___ Limited ___
Background Check Required? [If YES, FAU is required] Volunteers require a background check if any one of the following tasks will be performed on the job: 1. Care or security of minors; 2. Cash handling; 3. Animal handling; 4. Use of or contact with hazardous substances, dangerous equipment, or materials; or 5. Access to building or office keys.	YES ___ NO ___ If YES, enter FAU: _____ *NOTE: Volunteers who require a background check will be entered into the payroll system. All others will __not__ be entered and will be tracked manually.*
Is Lab Safety Training Required? If Lab Safety Training already taken, please enter date taken: _____	YES ___ NO ___
For Volunteers: Will Volunteer receive Class/Lab credit?	YES ___ NO ___
FOR HARVEST: If YES to the above, STOP. Enter into Sharepoint only.	
	CANDIDATE INFORMATION:
Building	
Office/Lab No.	
Tel. Ext.	
UCR Net ID	
Email Address	
Mobile/Cell Phone (if known)	
Miscellaneous Information	
Comments	