

**NEW HIRE FORM FOR HOURLY EMPLOYEES**

This form is to be completed for all hourly employees preferably 2 weeks PRIOR TO their start date.

**Anticipated Start Date:****Name of New Hire:****E-mail address of New Hire:**

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**Proposed hourly rate:****Approximate # of hours  
per week:****Length of appointment:****Name of Project in which this person will be paid:****Project Number:****Which Center/Program will this person be working for?****Who will supervise this person?****Is this person a full time Rutgers student?**

yes

Graduate

no

Undergraduate

If this person is NOT a full time Rutgers student, they cannot be hired as such. Keri Ferreira will contact you with instructions on how to proceed.

**Please provide a brief description of the work to be performed:**

If this person needs an account set up on the network or access to any shared folders, please complete a **Computer Account Request form** and return it to the ITS Group.

<http://policy.rutgers.edu/business/files/PlanningAccount.pdf>

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**Signature of Hiring Authority** - by signing this form, I understand that I am responsible for ensuring that both the Business Services Office and the Information Technology Services Group are notified when this employee leaves or no longer needs access to any special shared folders.