



Adjunct New Hire Employment Information Form

Instructions:

1. Prior to the semester start, complete this form and take it to Payroll. Be sure to verify the Social Security Number. Payroll will set up a W number and will send the number to the e-mail address provided at the bottom of this form.
2. Department Secretary logs into Banner and assigns Adjunct role and Department (on SIAINST) and makes course assignments (on SIAASGN).
3. Department Chair/Secretary contacts Adjunct and instructs them to access E-Services to set up Wildcat ID and password.

Note: Payroll and HR paperwork are required before payment will be made to this individual.

Employee Information (To be completed by employee)

Last Name:		First Name:	
Date of Birth:		Social Security Number:	
Ethnicity: (optional)	<input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White Non-Hispanic <input type="checkbox"/> Not Specified	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Veteran: (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marital Status: (optional)	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Not Specified	<input type="checkbox"/> Citizen <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Resident Alien/Other Eligible	

Department Information (To be completed by department)

<i>Note: If Adjunct does not have an office, use department secretary location and phone (do not leave blank)</i>			
Department:		Mail Code:	
Building:		Room:	
		Campus Phone:	
Employee ORG: (required)		Employee Start Date:	
Submitted by (Department Chair or Department Secretary):			
Signature	Printed Name	Phone	Date
E-Mail Address of Submitter: _____			