Adjunct New Hire Employment Information Form

Instructions:

1. Prior to the semester start, complete this form and send 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 Admin logs into Banner to activate and set up the Adjunct in SIAINST and assign courses and enter pay coding in SIAASGN as needed.

3. Department Chair/Admin contacts Adjunct and instructs them to access eServices at https://www.weber.edu/help/kb/wildcataccount.html to set up a Wildcat ID and password.

Note: A pay request, I-9 and W-4 forms are required before new employee can be paid.

Last Name:			First Name:	
Date of Birth:			Social Security #:	

Note: If Adjunct does not have an office, use department admin location and phone (do not leave blank)

Department:			Mail Code:	
Building:		Room:	Campus Phone:	
Home Phone: *(optional)*			**Dept. ORG (required)**	
Cell Phone: *(optional)*				

Ethnicity: *(optional)*	☐ Asian or Pacific Islander ☐ Black Non-Hispanic ☐ Hispanic ☐ American Indian or Alaskan Native	☐ Native Hawaiian or Pacific Islander ☐ White Non-Hispanic ☐ Not Specified

Gender:	☐ Male ☐ Female	Veteran: *(optional)*	☐ Yes ☐ No
Marital Status: *(optional)*	☐ Married ☐ Single ☐ Not Specified	Work Eligibility:	☐ Citizen ☐ Non-Resident Alien ☐ Resident Alien/Other

Submitted by (**Department Chair or Admin Specialist**):

Printed Name: _____   Phone: _____

Signature: _____   Date: _____

E-mail Address of Submitter: _____