

MCEEB  
NEW HIRE FORM

**FOR OFFICE USE ONLY**

PCN # \_\_\_\_\_

New Hire MSS # \_\_\_\_\_

JOB # \_\_\_\_\_

Funding TRAN # \_\_\_\_\_

Time Approver Access to Dept # \_\_\_\_\_

Modify TRAN # \_\_\_\_\_

I-9 # \_\_\_\_\_

☐ Application

☐ Offer Letter

☐ Background Check Initiated

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_  
*Last**First*

Employee ID \_\_\_\_\_ Student ID \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Status: ☐ US Citizen ☐ Resident ☐ Visa ☐ Other \_\_\_\_\_

Employment Period \_\_\_\_\_ through \_\_\_\_\_  
*Start Date**End Date*

Building Name \_\_\_\_\_ Building # \_\_\_\_\_ Room # \_\_\_\_\_

Proposed Title \_\_\_\_\_ Proposed Hours \_\_\_\_\_  
☐ Student\* ☐ Grad Student\* ☐ Staff ☐ Temporary  
*(GTA/GRA)*

*\*Please note that eligibility for student employment requires minimum enrollment in 6 units at the University of Arizona.*

Proposed Pay Rate \$ \_\_\_\_\_ ☐ Per Hour ☐ Per Year

Accounts to be charged \_\_\_\_\_ @ \_\_\_\_\_ %

\_\_\_\_\_ @ \_\_\_\_\_ %

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsible Person's Email \_\_\_\_\_

Supervisor \_\_\_\_\_ Time Approver \_\_\_\_\_

*A major responsibility of the student employee's supervisor is to ensure that the student employee records actual hours worked. The supervisor should become thoroughly familiar with the payroll procedures and deadlines.*

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Supervisor Position # \_\_\_\_\_ Time Approver Position # \_\_\_\_\_