**IHHR Hiring Information Form**

BEARS Region 6

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| **EMPLOYEE INFORMATION** | | | |
| **Last Name** |  | | |
| **First Name** |  | | |
| **Middle Name** |  | | |
| **Student ID#** |  | **Employee ID#** |  |

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| **JOB INFORMATION** | | | |
| **Begin Date** |  | **End Date** |  |
| **% Time** |  | **UCPath Supervisor** |  |
| **Caltime Delegate** |  | **Job Code** |  |
| **Payroll Title** |  | **Working Title** |  |
| **Pay Rate** |  | **Shift Differential Rate** |  |

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| **HIRE INFORMATION** | | | | | | | |
| **🗆 Initial Hire** | **🗆 Rehire** | **🗆 Renewal** | | **🗆 Add Job** | **🗆 Fund Change** | | **🗆 Other** |
| **Hire Status: Career 🗆** | | | **Bi-Weekly/Hourly Requisition Number:** | | | **Monthly Requisition Number:** | |
| **Hire Status: Limited 🗆** | | | **Requisition Number:** | | | **Waiver Number:** | |
| **Hire Status: Contract 🗆** | | | **Requisition Number:** | | | **Other:** | |
| **Hire Status:**  **Casual Restricted 🗆** | | | **Undergraduate (Job #):** | | | **Graduate (Job#):** | |
| **Work Study w/Code (Job#):** | | | | |

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| **HR USE ONLY** | | |
| **Position Number:** | **Reports to Number:** | |
| **UCP Transaction ID:** | **I9 Tracker ID:** | |
| **Comments:** | | |
| **Prepared By:** | | **Prepared Date:** |

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| **APPROVALS** | | |
| **Department Head:** | **Signature:** | **Date:** |
| **Executive Director:** | **Signature:** | **Date** |
| **Human Resources:** | **Signature:** | **Date:** |