

**New Hire Information**

**Date completed** **Completed by**

**Name of Employee**

**Job title** **Position number**

**Paid from which fund(s)**

**Reports to**

**Start date** **Starting salary**

**Work schedule**

**Date personal holiday available to use (60 days after employment)**

**Date vacation time starts (after 90-probationary period)**

 **Benefit Group** Exempt Non-Exempt Part-time

 **E-mail address:**