

Hire Information Form

Title: _____

Date: _____

Supervisor: _____

Area to Work: _____

Employee Name: _____

Rate of Pay: _____

PeopleSoft ID: _____

Hours Per Week: _____

Email Address: _____

Start Date: _____

Cell Phone: _____

End Date: _____

1. Are you a University of Houston student? Yes _____ No _____
 - a) If yes, which college/major are you enrolled in? _____
 - b) Graduate or Undergraduate student? _____
 - i. If a graduate student, have you completed the Graduate Student Assistantship Employment Agreement form? Yes _____ No _____
 - c) Expected graduation date? _____
2. Are you US citizen? Yes _____ No _____
3. Have you worked at UH previously? Yes _____ No _____
 - a) If yes, when? _____
 - b) If more than one year since the last UH job; need to complete I-9 & Direct Deposit in HR.
I-9 & Direct Deposit Completion Date: _____
 - c) Do you have another job on campus? Yes _____ No _____
 - i. If yes, where? _____
 - ii. Hours Employed At (FTE)? _____
4. Do you need Non Resident Tuition Waiver? Yes _____ No _____

(Employee Signature)

(Employee Name: Please Print)

(Date)

(Supervisor Signature)

(Supervisor Name: Please Print)

(Date)

For Office Use Only

Cost Center: _____

Budget Approved By: _____