

Supervisor Hire Worksheet

Employee: _____

Start Date: _____

Job Code (4 digit): _____

Job Title: _____

Work Study? (ECEC) Yes No

Temporary (Seasonal) Employee Yes No (Temp positions last 9 months or less)

Hours per week: _____ (If 20 hours or more the position must be either Benefited or Temporary)

Benefited? Yes No If yes, flow sheet & offer letter must be attached

Pay Rate: _____

Comments on pay rate: (starting rate? above/below starting rate?)

Activity number:

Set this employee up with:

Time Clock Swipes

Quick Time Stamp

Time Clock & Quick Time Stamp

½ hour automatic lunch

1 hour automatic lunch

No automatic lunch

Immediate Supervisor: _____ Date: _____

Department Manager: _____ Date: _____