# **NEW HIRE FORM**

The following information is required to facilitate EPAF submittal, and to establish portal access, email, and network accounts. Please forward this completed New Hire Form to newhires@montana.edu.

**Does the employee need a background check:** [ ]  Yes, please charge index Click or tap here to enter text. [ ]  No

**Employee Name**: Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

 **Legal Last Name Legal First Name Legal Middle Name**

***Does this person already have a GID*:** [ ]  Yes [ ]  No **If Yes, last four digits of GID:** Click or tap here to enter text.

**Gender:** [ ]  Male [ ]  Female

**US Citizen:** [ ]  Yes [ ]  No If no, please send copy to dtickner@montana.edu and leane.bucceri@montana.edu.

**Employees Mailing Address**: Click or tap here to enter text.

**Employee Email Address:** Click or tap here to enter text.

**Department Name**: Click or tap here to enter text. **Home Org Number:** Click or tap here to enter text.

**Department PO Box:** Click or tap here to enter text.

**Start Date:** Click or tap to enter a date. **End Date:** Click or tap to enter a date.

**Please Select Appointment Type:** Click or tap to enter appointment type.

**FTE:** Click or tap here to enter text. **Position Number:** Click or tap here to enter text.

## **-------------------------If HR Service Center completes EPAF please answer the following-------------------------**

**Recruited over ATS**: [ ]  Yes [ ]  NoIf yes, skip to Supervisor Information

**Position Title:** Click or tap here to enter text. **Index:** Click or tap here to enter text.

**Time Sheet Org:** Click or tap here to enter text. **Hourly Rate**: Click or tap here to enter text.

## **Supervisor Information**

**Supervisor Name:** Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.

**Last Name** **First Name** **Last four digits of GID**

Click or tap here to enter text.Click or tap here to enter text.

**Position Number Position Suffix**