NC STATE

Division of Academic and Student Affairs Employee Data Information Form Temporary (non-student) and Access only

New Hire-Rehire Employee Data

Start date

Student/Employee ID (if known)

First Name

Middle

Last Name

Building Name

Room#

Campus Box

Date of Birth

Email address

TKL#

Planned exit date

Rate of Pay

Department OUC

FTE

Hours per week

Supervisor ID#

Supervisor Name

Project

Phase

Percent

Project

Phase

Percent

Background check requested for Access only? Yes ☐ No ☐

Intern ☐ Volunteer ☐ working/living in University Housing ☐ TRIO ☐

Supervisor's Approval

Signature

date

Complete form and submit to your DASA HR Partner