



RUTGERS UNIVERSITY RBHS & CENTRAL ADMINISTRATION EMPLOYEE HIRE HR/PAYROLL INFORMATION SHEET

Instructions: Please complete the form below when needed. Then FAX or hand-deliver the form and all supporting documentation to your assigned HR Preparer. Enter the following in the subject line of the FAX: [HIRE/REHIRE Action] For [ENTER Name of employee].

PERSONAL INFORMATION

National ID: _____

Prefix: _____ First Name: _____ Middle Name: _____

Last Name: _____ Suffix: _____

Date of Birth: _____ Gender: _____

CONTACT INFORMATION

HOME ADDRESS

Number & Street: _____ Apt #: _____

City: _____ State: _____ Zip: _____

PHONE NUMBER(S)

At least one is required, but may input more than one and choose Primary

Home: _____ Business: _____ Mobile: _____

Primary: _____

EMAIL ADDRESS

Home: _____

CITIZENSHIP INFORMATION

US Citizen: _____ **If NO**, Complete A below. **If YES**, print and submit the form.

A. Permanent Resident – Non US Citizen: _____ **If NO**, complete B & C below. **If YES**, print & submit the form.

B. Country of Residence: _____

C. Have a work VISA: _____ **If NO**, the person cannot be hired. **If YES**, complete all below, print & submit the form.

VISA/Permit Type: _____

Date of Entry into Country: _____

VISA/Permit Status: _____

Status Date: _____

Status Expiration Date: _____

Completed By: _____ Date: _____