

BALDWIN WALLACE UNIVERSITY
REPORT OF HIRE

Name _____
Last First Middle

Prefix: Mr Mrs Ms Miss Dr Preferred First Name _____

Address _____
Street City State Zip Code

County _____ Home Phone _____ Cell Phone _____

Social Security Number _____ Date of Birth _____ Gender M F

Marital Status S M Spouse Name _____

Degrees Earned

Institution

EMPLOYMENT

Hire Date _____ FT PT Temp

Job Title _____

Ethnicity

White
Black/African American
Hispanic
Asian/Pacific Islander
Native American

V.P. Area

Academic Affairs
Enrollment Services
Finance
Phil. & Alumni Engmnt
Presidential
Senior VP
Student Affairs

New Replaced Replacement Name _____

Campus Building/Address _____ Phone _____

Hourly Rate		Distribution of Wages		
Monthly Salary		Department	Account Number	Percentage (%)
Annual Salary				
Classification*				
Job Code*				

* See back of form for codes

Time Approver _____ Evaluation Supervisor _____

Department Head Signature _____ Date _____

V.P. Signature _____ Date _____

Human Resources Verification _____ Date _____

FOR HR/PAYROLL USE ONLY

Alum/Rehire _____ Colleague # _____ File # _____ eTIME _____

REPORT OF HIRE INSTRUCTIONS

The following fields are **REQUIRED** in order for the form to be processed by HR/Payroll. Incomplete forms will be sent back and may delay the creation of records in Colleague and payroll.

NEW HIRE:

- Full Legal Name, Address, Date of Birth, Gender, Social Security Number, Cell Phone, and Degrees Earned.

EMPLOYMENT:

- Hire date, FT/PT status, Ethnicity, V.P. Area, Job Title, Campus Address, and Phone #.
- Pay Rate (Hourly, Monthly, OR Annual), Classification* and Job Codes** (see job description), Department Name, Account Number, and Percentage.
- **Time Approver** (for eTime/Sick/Vacation) and the **Evaluation Supervisor** (responsible for performance evaluation) are new fields and the same or different person(s) may be listed in each of these areas.

APPROVALS:

- Send the form to the appropriate Department Head and V.P. for their review and signature before sending the form to HR.

Classification	*Code	Job	**Code	
FS Associate I	A	Faculty	F	
FA Associate II	A2	Administrative	A	
FS Associate III	A3	Service	S	
Service Worker	B	Clerical	C	
	BC			
Service Specialist	C			
	CC			
Security Officer	C2	Primary Payroll Account #		
Security Supervisor	C3	Monthly	5001	FT Faculty
Craft Person	D		5002	Faculty OL
Craft Supervisor	E		5003	Adj. Faculty
Nurses	EC		5004	Admin Salaries
Account Clerk	F			
Accounting Assistant	F2	Bi-Weekly	5005	FT Wages
Technicians	G		5007	PT Wages
Office Assistant	H		5006	OT
Office Specialists	I			
Administrative Specialist	J	2-xxxxx-xxxx	Grant Fund Acct	
Administrative Assistant	K	1-xxxxx-xxxx	BWU Account	
Technical Specialist	L			
Technical/Analyst Specialist	L2			
Sr. Technical/Analyst Specialist	L3			
Academic Support Specialist	M			
Auxiliary Enterprise Specialist	M2			
Administrative Staff	N			
Administrators	O			
Managers	P			
Senior Managers	Q			
Officers	V			