

NEW HIRE EMPLOYEE ACTIVITY FORM

General Information

Employee Name	Today's Date	Position:
Street Address	Telephone -Must give HR a valid phone number to call for completion of paperwork	Date of Hire (Date of Offer)
City State ZIP	<input type="checkbox"/> The applicant is at least 18 years old	"Actual Start Date" (Payroll will Complete)
	4. Will new hire drive: <input type="checkbox"/> Personal Vehicle (must have insurance) <input type="checkbox"/> Paladin Vehicle <input type="checkbox"/> NA In-House Only <input type="checkbox"/> NA ID Card	

Employment Information

Department:	Work Site:		
Hours <input type="checkbox"/> FT (40 hours) <input type="checkbox"/> FT (30-39.9 hours) <input type="checkbox"/> PT (< 30 hours) <input type="checkbox"/> On Call (PRN) <input type="checkbox"/> School Year	Pay Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Hourly Rate \$ _____ OR <input type="checkbox"/> Salary \$ _____/annualized amount	Reports to: Name: Position:

Approvals (Signatures)

Comments/Network Access/Fuel Card

Hiring Supervisor: Director (if applicable) _____ HR: _____ CEO (if applicable) _____	Add <input type="checkbox"/> Office 365 <input type="checkbox"/> AccelTrax and/or <input type="checkbox"/> Provide (Admin) <input type="checkbox"/> Fuel Card <input type="checkbox"/> Add to Payroll System <input type="checkbox"/> Other: _____ HR and payroll will add to items checked. <input type="checkbox"/> Fuel Card Added by: _____ <div style="text-align: right; margin-right: 50px;">Name</div> <div style="text-align: right; margin-right: 50px;">Date</div>
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PAYROLL/HR TO COMPLETE THIS SECTION

Add to Payroll Employee ID: _____ AccelTrax #(same as employee ID) (Payroll will assign) and give to HR _____ Signature Date Added	
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