

The University of Tennessee

Initial Hire/Rehire of Employee (Please check IRIS for Employment Status before completing this form)

Employee Name Last First Middle
Personnel # (Rehires) SSN # (New)
Responsible Cost Center Cost Ctr Name
Preparer Phone #

EFFECTIVE DATE OF HIRE (Enter X in appropriate type of hire)

- Hire an Employee Rehire an Employee Transfer Friend to Employee Transfer Pending to Active

EMPLOYEE IS (enter X in appropriate box, if applicable)

- A UT Retiree State of Tennessee Retiree Federal Retiree

ACTION (IT0000)

Reason for Action: <Choose One>

Explanation of Actions

Empty box for explanation of actions

ORGANIZATIONAL ASSIGNMENT (IT0001) sets up employee relationship to entire University organization

Payroll Area Monthly Biweekly Non-Pay
Personnel Area Personnel SubArea
Employee Group Employee SubGroup

Primary Position Information:

Start Date End Date % of Effort for Position
Is this an existing position? Yes No
If yes, please provide the position number
If no, please complete and submit an approved Create Position Form
If yes, please provide vacator's name
Name of Position

Additional Position Information:

Start Date End Date % of Effort for Position
Is this an existing position? Yes No
If yes, please provide the position number
If no, please complete and submit an approved Create Position Form
If yes, please provide vacator's name
Name of Position

For Ag. Extension Appointments Only:

CORPORATE FUNCTION Percentage
COPORATE FUNCTION Percentage
CORPORATE FUNCTION Percentage

TENURE (IT9022) To be used for Faculty Appointments (please attach the Recommendation for Faculty Appointment Form)

- Tenured On Tenure Track Not on Tenure Track Ineligible for Tenure Emeritus

Tenure Department Cost Center:
Discipline:
Date Tenure Granted: Tenure Review Date:
Academic Rank: Academic Rank Date:

Employee Name: _____ **Personnel #:** _____

PERSONAL DATA (IT0002) refer to Personal Data Form (Personal Data Form Required for ALL Hires, including students)

ADDRESSES (IT0006) refer to Personal Data Form (Personal Data Form Required for ALL Hires, including students)

PLANNED WORKING TIME (IT0007) sets up employee relationship to the University

Work schedule rule: <Choose One> Total Employee Percentage of Effort _____

COST DISTRIBUTION (IT9027)

Reason for Change: <Choose One>

Dates		Position #	Cost Center	WBS Element	Wage Type	\$ Rate <i>hourly or monthly</i>	Effort Percent	9 Mo
Begin	End							
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
					▼			
Note: Percentage must equal 100% for any given point in time					TOTALS			

RECURRING PAYMENT (IT0014)

Dates		Cost Center	WBS Element	Wage Type	Recurring Payment Amount	No. of Units (if applicable)	B1
Begin	End						
				▼			
				▼			
				▼			
				▼			
				▼			
TOTALS							

ADDITIONAL PERSONAL DATA (IT0077) refer to Personal Data Form (Personal Data Form Required for ALL Hires, including students)

EDUCATION (IT0022) refer to Personal Data Form (Personal Data Form Required for ALL Hires, including students)

Employee Name: _____

Personnel #: _____

APPROVAL SIGNATURES

_____ Date _____ _____ Date _____
Department Head

_____ Date _____ _____ Date _____

Attachments

- Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- Form I-9 photocopies of documentation
- Direct Deposit Authorization Form
- Personal Data Form (PDF)
- Correspondence and supporting documentation
- Recommendation for Faculty Appointment Form
- Authorization of Disclosure Form