

Template Based Hire/Rehire

Enter/Review the employee information.

*Job Eff Date (Hire Date): 01/01/2025

This date defaults to today, please edit to the appointment start date

If faculty is on a visa, start date should be on or after arrival date on I-94 if they arrive after the appointment start date on their offer letter.

Personal / Job Data

Labor Accounting

Employee Information

Social Security No.

Social Security No. 111226666

Primary Name - English

Name needs to match tax forms including middle initial

*Name Prefix Dr.

*First Name George

Middle Name

*Last Name Washington

Name Suffix

- 1. Make sure prefix is Prof for any Professorial title
 - 2. Dr. if they have Phd and are a lecturer
 - 3. Mr and Ms if no Phd
- *Note: JD is not a doctorate's degree

Preferred Name

Name Prefix

First Name

Middle Name

Last Name

Name Suffix

Home Address (Perm)

*Address Type Home

*Country USA

*Address Line 1 1 Main St.

Address Line 2

Address Line 3

*City Valley Forge

State PA

Postal Code 19481

Must mach tax forms

Mailing Address (Curr)

Address Type Mailing

*Country USA

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

If address outside tri-state area indicate a local address or indicate in comments commuting or how person is planning on teaching on campus

Hire/Rehire Employee

Postal Code

Office Address

*Address Type

CU Office

*Country

USA

*Addr Line 1 (Rm & Bldg)

1776 Fayerweather

Add "ONL" if course is online, but should be rare case

Address Line 2

Except for LDEO, leave City, stae and zip blank

Addr Line 3 (Mail Code)

2527

City

State

Postal Code

Check Address

*Check Sequence Code

31201

Address Line 1

History Dept c/o Lawino Lurum

Address Line 2

Fayerweather Hall

Address Line 3

MC 2527

Number

31201

Home/Preferred Phone

Phone Type

Home

Telephone

Mobile Phone

Phone Type

Mobile

Telephone

CU Office Phone

Phone Type

CU Office

Telephone

Person Gender

*Gender

Male

Birth Information

*Date of Birth

02/22/1932



Person Marital Status

*Marital Status

Married

Marital Status Date

07/04/1955



date required if married only

Citizenship Status

*US Citizen?

Y



Visa

Visa Type		Perm Res Reg No.	
Expiration Date			

Ethnicity/Race

☐ Hispanic or Latino	☐ American Indian/Alaska Native
☐ Asian	☐ Black or African American
☐ Native Hawaiian/Pacific Islander	☐ White
☒ Not Disclosed	

Person Education Level

*Highest Education Level	J-Doctorate
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Education - 01 - Highest Degree

Degree	PHD	School Code	5820
Date Received	06/30/1957	School Name	Univ Virginia
State	VA	Country	USA

Education - 02 - Accomplishment

1000 for foreign university not on the list; 2000 for U.S University not on the list

Degree	BA	School Code	1000
Date Received	06/30/1950	School Name	Foreign University
State		Country	

List school in Comments
(see comments below
for format)

Education - 03 - Accomplishment

Degree		School Code	
Date Received		School Name	
State		Country	

Education - 04 - Accomplishment

Degree		School Code	
Date Received		School Name	
State		Country	

Education - 05 - Accomplishment

Degree		School Code	
Date Received		School Name	
State		Country	

Tenure Data

*Tenure Status

4. Other Non-Tenured

Tenure Eff Date (Req'd
for 1 or 2 Only)

1. Tenured: used for faculty who have tenure (need eff date)
2. Tenure of title: used for faculty who have tenure of title (need eff date)
3. Non-tenured but on track: used for full-time faculty who are on tenure track
4. Other non-tenured: used for full-time faculty not on tenure track and all adjunct faculty
5. None: used for officers of research and student officers
6. Not Applicable: used for officers of administration, support staff, casual employees and work study

Complete University Title

Complete University
Title

Lecturer in History

Please us complete University title:
- Professor of XXX
- Lecturer in XXX

Position Information

*Position Number

10003201

☐ Override Position Data

Position Title

Lecturer

Work Location

01

If faculty is teaching remotely or
places outside of campus.
Override Work location code:
job aid.

Position Dept No.

401210X

*Admin Dept No.

401210X

If administrative department is
different than position
department, will be used by
Institutes and Centers

Position Dept Name

A&S History

Admin Dept Name

A&S History

*Full/Part Time

Part-Time

*Job Code

015100

Salary Grade

FAC

Standard Hours

5.000000

Interdisciplinary Department - 01

Effective Date

Department No.

Department Name

LEAVE
BLANK

Salary Information

Salary for appointment

Period Salary

10000.000000

Appointment End Date

05/31/2024

Full Base Salary

24000.000000

Period salary annualized

Job Compensation - Pay Components

*Salary Type

CNTRCT

Compensation Rate
(Annual or Hourly Rt)

24000.000000

Compensation
Frequency

A

Annualized salary, this field is the one
that generates the money
\$24,000/24paychecks
for 10 paychecks

Validation of I-9

☒ Completion of I-9 Validation

Affirmative Action

AA Clearance

No affirmative action needed for PTers

Effective Date

Expiration Date

Attachments

Hire/Rehire Employee

1-2 of 2

View All

Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View		
1		Academic Hiring I		Upload	View	+	-
2		Academic Appt St		Upload	View	+	-

Always remove the whole line and readd when you need to update your attachments

Comments

Comments

I9 completed 1/13/2025
BA, University College London, United Kingdom (1950)

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Save and Submit

Save for Later

Quit Without Saving

Print

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Once you are done with filling out everything on this page, go to top of page and continue to Labor Accounting

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Labor Accounting

Employee Information

Salary Distribution - 1a

Enter the combo code
to assign salary
chargesCombination Code 1000004016 Funding End Date 05/31/2025 

Description 50010-UR003343-25000-4000002

Combo Code Department 4001101 A&S Core General

Combo Code Amount

Percent of Distribution 100.000000

If you are not assigning the full
amount to one combo code, you may
enter a second one at 1b and enter
the percentage of distribution

Salary Distribution - 1b

Combination Code Funding End Date Description Combo Code Department Combo Code Amount Percent of Distribution

Salary Distribution Comments

Comments

Additional Compensation - 1a

Earnings Code Earnings End Date Description Combination Code Pay Period Amount Description Combo Code Department

Additional Compensation - 1b

Earnings Code Earnings End Date Description Combination Code Pay Period Amount Description Combo Code Department

Comments

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Always leave the transaction at level 1 for our review and edits

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