|  |  |
| --- | --- |
| Full Name: (**Last, First, MI**) |  |
| Date of Hire: (Start Date) |  |
| Rate of Pay:  | Hourly:  Salary (per pay):  |
| Status: | [ ]  Full Time [ ]  Part Time |
| # Pay Periods Per Year | Biweekly [ ]  Weekly [ ]  Semi-monthly [ ] Other (specify) [ ]   |
| Position:  |  |
| Personal E-Mail: (Email goes to personal email address for Paylocity directions) |  |
| Entity name and city: |  |
| Entity number (if known) |  |
| Position Supervisor: |  |
| Number of Hours Work Per Day: |  |
| Will hours be recorded in WEBTIME for this Employee?  | [ ]  No [ ]  Yes  |

Cost Center: Entity: \_\_\_\_\_\_\_\_\_\_ (e.g. 3-High School)
Dept :  (e.g. 21-General Administration)
Class :  (e.g. 200-Administratior)

Is this employee a transfer from another entity? [ ]  No [ ]  Yes If yes, which Entity?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email to Faith Eschenfelder at fje@dosp.org ASAP