|  |  |
| --- | --- |
| 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](mailto:fje@dosp.org) ASAP