

**School of Journalism
HOURLY EMPLOYEE
Hire Authorization**

IMPORTANT - PLEASE READ

University policy prohibits prospective employees from starting work until they have been hired.

Failure to abide by this policy puts the university and the School of Journalism at risk.

You will be notified once the payroll steps have been completed and the employee can begin work.

Prospective employee

Name _____

Last

First

Middle

Current or former IU employee Yes No

Student Yes No

University ID _____

Phone: _____ e-mail _____

Account No _____

Rate of pay \$ _____

Proposed Start Date _____

NOTE: The employee cannot start work until the supervisor is notified by Susan Thie that the payroll steps have been completed.

Will this employee be working with sensitive data? Yes No

Supervisor's name _____

Approval

Account Manager _____

Fiscal Officer _____

Payroll Use

Background check complete Date _____

Payroll forms complete Date _____

I-9 complete Date _____

Start date _____ Supervisor notified Date _____