**BALDWIN WALLACE COLLEGE**
**REPORT OF HIRE**

Name _____
Last First Middle

Mailing Prefix: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Prof ☐ Rev ☐ Other _____

Address _____
Street City State Zip Code

Social Security Number _____ Date of Birth _____ Gender M ☐ F ☐

Cell Phone _____ Home Phone _____ Unlisted Y ☐ N ☐

Marital Status S ☐ M ☐ Spouse Name _____

Spouse Prefix Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Prof ☐ Rev ☐ Other _____

**Degrees Earned** **Institution**

_____
_____
_____

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**EMPLOYMENT**

Hire Date _____ FT ☐ PT ☐ Temp ☐ Ethnicity Please select from the drop d

Title _____

**V.P. Area**
☐ Academic Affairs
☐ Admissions/FIA
☐ Finance
☐ Advancement
☐ Presidential
☐ Student Affairs

New ☐ Replaced ☐ Replacement Name _____

Campus Address _____ Ext _____

**Wage Information**

| | |
|---|---|
| Hourly Rate | |
| Monthly Salary | |
| Annual | |
| Classification | |
| Job Code* | |

**Distribution of Wages**

| Department | Account Number | Supervisor |
|---|---|---|
| | | |

* F(Faculty) A(Administrative) S (Service) C (Clerical)

Department Head Signature _____ Date _____

Academic V.P. Signature _____ Date _____

Human Resources Verification _____ Date _____

***Print/Signatures/Mail or Deliver To: PAYROLL/HUMAN RESOURCES WITH APPLICATION, W-4, STATE IT4, I-9 ATTACHED, ON OR BEFORE EMPLOYEE'S FIRST DAY***

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HR/**PAYROLL USE ONLY**

Application ☐ State IT4 ☐ HR _____ Datatel _____ Colleague # _____ eTIME ____

W-4 ☐ I-9 ☐ Reset Year ☐ File # _____ Dept. # _____ Org Chart _____