

NEW or Existing Employee Transaction Form

To be completed by the supervisor upon hiring of new staff, faculty or contractor. Upon receipt of Form 6200-03, the HR Office will submit for signatures of all signing parties and prepare the employee contract.

Date: N	ame o	of new hire	e:			
Ел	mail <i>A</i>	Address of	new hire:			
1. Select one if NEW hire: New Full-Time Employee (40 hours per weel Adjunct Faculty (contract) IEP Adjunct Faculty (Hourly)	k)	Start Date: End Date:_ <i>Information</i>	ire or Term of Contr	- sed to create	Human Resources Eligible Ber Ineligible Exempt —Nor (1) Adjunct (2) Faculty (3) Staff	nefits:
IEP Full Time Faculty Full Time Faculty Contractor(coach/any 1099 individual who will rend Enter the approved Annual/monthly or hourly and	3. ler serv	Select Dep	partment of new hire		HR Date	
5. Fill In if Existing Employee if title, salary or pos Current or New Title: New Title(if change): New or Existing Department: Supervisor: New Salary Amount \$:		<u>-</u> -				
6. Please enter brief description of new hire's role at Justification for this transaction:	NAU	or the Gulf	Language School			
We, the undersigned, hereby certify that the recruitment effort Opportunity Employer. Students will be accepted and assign	ned to j	job opportuni	ities and otherwise treated	without regard cotected by app	d to race, color, i dicable state or l	eligion, natior
origin, sex, sexual orientation, marital status, veteran status, read and agree with the above statement. (1)		Date	(2) VP for Acade			