

PaSS New Employee Form

U.S. Citizen documents needed: Social Security Card, Photo ID, Voided Check or Direct Deposit Authorization from your bank.

International employees: All international employees should make an appointment with Trish Lyons at ISS 744-5459 email: su-iss@okstate.edu, please take your original immigration documents to the appointment. Bring your packet you will receive from ISS to Lesleigh Dexter, 369 Ag Hall to complete your hiring process

Please print clearly

Today's Date: _____

First Name _____

Middle Name _____

Last Name _____

CWID _____

Project Leader _____

Account Number _____ Federal Funded (CITI-RCR) Yes No

Estimated hours to work per week? _____ Rate of Pay per Hour / Monthly _____

Appointment Period: Start Date: _____ End Date: _____
Work Permit Expiration Date if Applicable

E-mail address (personal) _____

E-mail address (OSU e-mail) _____

OSU Student? Yes No Have you ever been an OSU student Yes
 No When were you an OSU Student? _____ Are you
 currently employed by OSU? Yes No

Employed by OSU in the last 6 months past? Yes _____ No _____ When was last day of work? _____

Position: (If person is a Non-PaSS MS or PhD student please list what department they are affiliated with.)

Faculty Post-Doc Staff PaSS MS Grad Student PhD Grad Student
 Non-PaSS MS or PHd Grad Student Temp Student

Non-PaSS Grad Student list department they are affiliated with _____

See Vickie Brake 264 Ag Hall for required safety trainings.		
FOR OFFICE USE ONLY		
Added to Training File	List Serv List	New Employee
Current Quarter	Title IIV & IX	CITI RCR Training

Lesleigh Dexter, 369 Ag Hall, 744-7501, lesleigh.dexter@okstate.edu

Vickie Brake, 264 Ag Hall, 744-9577, vickie.brake@okstate.edu