

NDSU SCHOOL OF NATURAL RESOURCE SCIENCES

SNRS Hire Form

Name:

Employee/Student ID:

Hire Date:

End Date:

Supervisor:

Department:

Office/Lab:

Position:

Compensation*:

Hours/Week:

*if more than \$13/hour, a letter of justification is required for time slip employees.

Keys:

Email:

Active employee at NDSU (no pending termination date): YES NO

Description of work duties:

Funding:

Additional Details:

. Traveling to MN, MT, or SD; quarantine procedure submitted to Frank Casey

Must be completed before first day of work:

- Employment Information Form (required for all positions including transfers/position changes)
- I-9 Verification (yellow form from HR)

Must be completed within 7 days of hire:

- Required trainings- Baseline Safety, Title IX, Designated Medical Provider; Lab/Chem Safety training (if applicable)

Office Use Only

Position:

Job Code:

Keys Ordered:

Contract submitted:

Email on listserv:

Travel Memo: