

Instructions for completing New Hire/Change form

As a result of the e-verify system all hiring paperwork must be received by HRM prior to any employee starting to work. This applies to rehires that have been terminated in banner as well. Therefore, the employee you are hiring cannot start work until they have completed their hiring paperwork. Depending on the routing of the paperwork; some employees may not be able to start work for 2 weeks or more.

Student Workers (Wages)

- Complete new hire form with requested information
- List **hourly rate** of pay

Intermittent Employees** (Wages) (Requires Offer Letter and **Posting)

- Complete new hire form with requested information
- List **hourly rate** of pay
- Provide a job description including Position Function, Essential duties and responsibilities, Minimum Qualifications, Preferred qualifications, knowledge, skills, and abilities (complete 3rd page worksheet)

Note: If you are hiring an intermittent employee as a J1 scholar (overseas), you will need to provide the additional information listed below:

- Request for exchange visitor certification form (DS-2019)

Graduate Service/Research/Teaching Assistant (GSA/GRA/GTA)

- Complete new hire form with requested information
- List **annual rate** of pay

Postdoctoral Associate** (Requires Offer Letter and **Posting)

- Complete new hire form with requested information
- List **annual rate** of pay
- Provide a job description including Position Function, Essential duties and responsibilities, Minimum Qualifications, Preferred qualifications, knowledge, skills, and abilities (complete 3rd page worksheet)
- CV

Note: Completed forms will be submitted to the Business Manager who will check the account information and if necessary, submit to Department Head for approval. Student Worker forms will be routed to the Administrative Assistant, and GRA/GSA/GTA forms will be routed to the Academic Coordinator to set-up an appointment with the potential employee.

****You will be notified once position has been posted.**

****Requires Department Head Signature.**

Contact Taylor Fultz or DaMonique Maclin at 662-325-3584 or email: staff@chemistry.msstate.edu if you have questions.



New Hire/Change Information Form

(Submit completed form to the Business Manager)

Today's Date: _____

Employee Information: New Hire or Change

Name: _____ MSU ID#: _____ Net ID: _____

US Citizen: Yes No If no, visa status if known: _____

Current or Prior Mississippi State University Employment: Yes No

Current or Prior Department: _____ Date(s) employed: _____

If you are hiring an MSU student that is not enrolled that student will be an intermittent employee

Select One:

Select One:

Rate of Pay:

GSA* _____ %

Full-time

Hourly Rate: _____

GRA* _____ %

Part-time

Annual Rate: _____

GTA* _____ %

Postdoctoral Associate* (complete 3rd page)

*Indicates Offer Letter is required

Intermittent* (complete 3rd page)

Student Worker

P.I. Name: _____ Employment Dates: _____ Start _____ End _____

Account Name: _____ Acct. Number: _____ Fund _____ Org _____ Program _____

Additional Account Information: _____ Fund _____ Org _____ Program _____

Comments:

NOTE: The employee you are hiring cannot work until they have completed their hiring paperwork and their I-9 has been E-verified. You will receive an email notifying you of the start date. Sign below showing your acknowledgement.

Supervisor requesting employment: _____ Name _____ Title _____

(Signature required below)

Supervisor's Signature _____ Date _____

Business Manager Signature _____ Date _____

**Department Head Signature _____ Date _____

Job Description for Intermittent or Postdoctoral Associate

Position function

Essential duties and responsibilities

Minimum Qualifications

ABDs or degree pending considered (all but DISS) Yes No

Preferred qualifications

Knowledge, skills and abilities