

New Hire/Transfer/Payroll Change

Personal Information

Name: _____ Social Security: _____

Personal Email: _____ Birth date: _____

Start Date: _____ Supervisor: _____

- Has the New Hire ever contributed to TRS: Yes No
- Currently contributing to TRS: Yes No
 - If yes, where: _____
- TRS Retired: Yes No

Position Information

Position/Title: _____

Primary Location: _____

Annual Salary: _____ or Wage Rate: _____

Employment Terms: Full Time Part Time Hourly

Employment Types: Faculty Staff Administration

Contract/LOA Length: 12 Months 9 Months Other: _____

Eligible for Benefits: Yes No

Eligible for Vacation: Yes No

Hired by Search Committee: Yes* No

*(Attach Search Committee Recommendation Form)

Attached Paperwork

RC Application Resume Unofficial Transcripts

All faculty and professional positions must request copies of Official Transcripts to be sent directly to Ranger College within the first 30 days of hire.

Supervisor Signature: _____ **Date:** _____

Vice President Signature: _____ **Date:** _____

President Signature: _____ **Date:** _____

Date Rec'd in HR Office: _____

Date Rec'd in Payroll: _____

