

REQUIRED INFORMATION FOR NEWLY HIRED EMPLOYEES

(Please use for regular, state-line positions only)

The following information is required in order to place a newly hired employee on payroll. Because this information is forwarded to Baltimore and Annapolis, it is imperative that all information be accurate. Keep in mind that errors and omissions, as well as failure to submit this information in a timely manner, may result in delayed paychecks for the new employee. Please forward this completed form, either by fax or campus mail, to the Office of Human Resources as soon as the offer has been accepted.

First Name _____ Middle Initial _____ Last Name _____

Date of Birth _____ Sex _____ Race _____ Social Security Number _____

Mailing Address _____ City _____

State _____ Zip Code _____ County of Residence _____ Start Date _____ Salary _____

Job Title (exactly as it should be typed on contract) _____ Staff or Administrative? _____

Department _____ Supervisor _____ References checked by: _____

Is the new employee transferring from another state agency of the State of Maryland? Yes No

(If yes, name of State Agency and phone number _____)

I certify that the above-named individual has accepted the College's offer of employment, and that the information provided is correct to the best of my knowledge.

Once you've completed and saved this form, please email your document to: hr@smcm.edu

Department _____ Date _____

Assistant Vice President of Human Resources _____ Date _____