

# The University of Tennessee

## Initial Hire/Rehire of Employee *(Please check IRIS for Employment Status before completing this form)*

Employee Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Personnel # (Rehires) \_\_\_\_\_ SSN # (New) \_\_\_\_\_  
Responsible Cost Center \_\_\_\_\_ Cost Ctr Name \_\_\_\_\_  
Preparer \_\_\_\_\_ Phone # \_\_\_\_\_

**EFFECTIVE DATE OF HIRE** \_\_\_\_\_ *(Enter X in appropriate type of hire)*

☐ Hire an Employee ☐ Rehire an Employee ☐ Transfer Friend to Employee ☐ Transfer Pending to Active

**EMPLOYEE IS** (enter X in appropriate box)

☐ A UT Retiree ☐ State of Tennessee Retiree ☐ Federal Retiree

**ACTION (IT0000)**

**Reason for Action:**

**Explanation of Actions**

**ORGANIZATIONAL ASSIGNMENT (IT0001)** *sets up employee relationship to entire University organization*

Payroll Area ☐ Monthly ☐ Biweekly ☐ Non-Pay

Personnel Area:

Personnel SubArea:

Employee Group:

Employee SubGroup:

**Primary Position Information:**

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ % of Effort for Position: \_\_\_\_\_

Is this an existing position? ☐ Yes

☐ No

If yes, please provide the position number \_\_\_\_\_

If no, please complete and submit an approved Create Position Form

If yes, please provide vacator's name \_\_\_\_\_

Name of Position \_\_\_\_\_

**Additional Position Information:**

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ % of Effort for Position: \_\_\_\_\_

Is this an existing position? ☐ Yes

☐ No

If yes, please provide the position number \_\_\_\_\_

If no, please complete and submit an approved Create Position Form

If yes, please provide vacator's name \_\_\_\_\_

Name of Position \_\_\_\_\_

### ***For Ag. Extension Appointments Only:***

CORPORATE FUNCTION Percentage \_\_\_\_\_

CORPORATE FUNCTION Percentage \_\_\_\_\_

CORPORATE FUNCTION Percentage \_\_\_\_\_

**TENURE (IT9022)** *To be used for Faculty Appointments (please attach the Recommendation for Faculty Appointment Form)*

☐ Tenured ☐ On Tenure Track ☐ Not on Tenure Track ☐ Ineligible for Tenure ☐ Emeritus

Personnel Area (Location):

College:

Dept:

Date Tenure Granted: \_\_\_\_\_

Tenure Review Date: \_\_\_\_\_

Academic Rank:

Academic Rank Date: \_\_\_\_\_

Academic Discipline (Major): \_\_\_\_\_

Employee Name:	Personnel #:
----------------	--------------

PERSONAL DATA (IT0002)	refer to Personal Data Form (Personal Data Form Required for All Hires, including students)
------------------------	---

ADDRESSES (IT0006)	refer to Personal Data Form (Personal Data Form Required for All Hires, including students)
--------------------	---

PLANNED WORKING TIME (IT0007)	sets up employee relationship to the University
Work schedule rule:	Total Employee Percentage of Effort

COST DISTRIBUTION (IT9027)

Reason for Change:

Dates		Position #	Cost Center	WBS Element	Wage Type	\$ Rate hourly or monthly	Effort Percent	9 Mo
Begin	End							
Note: Percentage must equal 100% for any given point in time					TOTALS			

RECURRING PAYMENT (IT0014)

Dates		Cost Center	WBS Element	Wage Type	Recurring Payment Amount	No. of Units (If applicable)	B1
Begin	End						
					TOTALS	\$ -	

ADDITIONAL PERSONAL DATA (IT0077)	refer to Personal Data Form (Personal Data Form Required for All Hires)
-----------------------------------	---

EDUCATION (IT0022)	refer to Personal Data Form (Personal Data Form Required for All Hires, including students)
--------------------	---

APPROVAL SIGNATURES

_____	Date _____	_____	Date _____
Department Head			
_____	Date _____	_____	Date _____

Attachments

- |  |  |
|--|--|
| <input type="checkbox"/> Form W-4 (required for all new/returning employees) / Form W-5 (optional) | <input type="checkbox"/> Correspondence and supporting documentation |
| <input type="checkbox"/> Form I-9 photocopies of documentation                                     | <input type="checkbox"/> Recommendation for Faculty Appointment Form |
| <input type="checkbox"/> Direct Deposit Authorization Form   | <input type="checkbox"/> Authorization of Disclosure Form            |
| <input type="checkbox"/> Personal Data Form (PDF)  |  |