



# RUTGERS UNIVERSITY RBHS & CENTRAL ADMINISTRATION EMPLOYEE HIRE HR/PAYROLL INFORMATION SHEET

**Instructions:** Please complete the form below when needed. Then FAX or hand-deliver the form and all supporting documentation to your assigned HR Preparer. Enter the following in the subject line of the FAX: [HIRE/REHIRE Action] For [ENTER Name of employee].

## PERSONAL INFORMATION

National ID: \_\_\_\_\_  
Prefix: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

## CONTACT INFORMATION

### HOME ADDRESS

Number & Street: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PHONE NUMBER(S)

*At least one is required, but may input more than one and choose Primary*

Home: \_\_\_\_\_ Business: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Primary: \_\_\_\_\_

### EMAIL ADDRESS

Home: \_\_\_\_\_

## CITIZENSHIP INFORMATION

US Citizen: \_\_\_\_\_ **If NO**, Complete A below. **If YES**, print and submit the form.

A. Permanent Resident – Non US Citizen: \_\_\_\_\_ **If NO**, complete B & C below. **If YES**, print & submit the form.

B. Country of Residence: \_\_\_\_\_

C. Have a work VISA: \_\_\_\_\_ **If NO**, the person cannot be hired. **If YES**, complete all below, print & submit the form.

VISA/Permit Type: \_\_\_\_\_

Date of Entry into Country: \_\_\_\_\_

VISA/Permit Status: \_\_\_\_\_

Status Date: \_\_\_\_\_

Status Expiration Date: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_