

HSC New Hire Form

Please submit within 10 days of offer letter acceptance with a copy of the signed offer letter to SOMBusinessOffice@hsc.wvu.edu, WVU Faculty and Physician - Onboarding@wvumedicine.org and madamsmichenko@hsc.wvu.edu. Failure to send may cause delay in effective hire date.

Position Name

New position? yes no

HR Organization

Campus

FTE

Job Type

Hire Date(no backdating)

Pay Year Type (9 mo,12 mo)

Contract Begin

Contract End

Check Distribution Point

Supervisor

Employee Name First Middle Last

Birth Date

Sex Male Female

WVU ID#

Current E-mail

Department Name

Work Address (PO Box)

Work Address

Building Location

Physical Location

Street Address

City, State, Zip

Phone

Processing Date

Salary Administration

State Base Salary

UHA Salary

BSSP Plan Salary

UHA Supplement

State Supplement

Total UHA Salary

Total State Salary

UHA Cost Center

Total Salary

Early PSA needed: Yes No

Reason

Labor Distribution

GL Line

GL Line

GL Line

Example: Campus.DA.Fund.LineItem.Function.Project.EndDate.Percent

POETA Lines

POETA Lines

POETA Lines

Example: Project,Task.Award.Org.ExpType.End Date.Percent

Education

Highest Degree Obtained

Institution Attended

Graduation Date

State

Country

Secondary Degree

Institution Attended

Graduation Date

State

Country

Preparer's Email

Preparer's Phone

Administrator

EBO:

Comments: