



New Hire / Transfer / Change (Licensed)

- ☐ New Hire
☐ Transferred from: _____
☐ Assignment/FTE Change
☐ Code Change

School or Department _____

Name of Employee _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Time Off Approver: _____

Social Security # _____

Employee Number _____

Date of Birth _____

☐ Full Time ☐ Half Time ☐ _____
(.50 FTE) (FTE < .50 FTE)

Number of Contract Days _____ of _____

Hire / Effective Date _____

Retired From Utah State Retirement System ☐

SECONDARY (Teacher Assignment)

List course title

1st Period _____	5th Period _____
2nd Period _____	6th Period _____
3rd Period _____	7th Period _____
4th Period _____	8th Period _____

ELEMENTARY

Assignment(s) (Grade Level) _____

OTHER

Assignment _____

HUMAN RESOURCES OFFICE USE ONLY

Salary Schedule

	Lane	Step	Base Salary	Stipend	Total Contract
Con					
Con1					
Con2					
Con3					

Hourly

Rate _____

Semi-
Monthly
Salary _____

Payment to begin _____

Payment to end _____

Remaining number of pays _____

☐ Additional FTE Awarded

☐ Replacement

(Additional should be marked only if additional FTE is approved and granted.)

If replacement, complete the following:

Replaces (Name) _____

Assignment _____

Charge Account

Fund	Location	Year	Program	Function	Object	% of FTE

Recommended:

Approved:

Immediate Supervisor

Date

Director of Human Resources

Date

Return to the Department of Human Resources. The Department of Human Resources will return a copy to the school. Please keep records of submitted and returned copies. The returned, signed copy is your proof that this paperwork has been submitted to the Department of Human Resources.