



New Hire / Transfer / Change

(ESP - Educational Support Professional)

- ☐ New Hire
☐ Transfer
☐ Additional Assignment or Additional Account Code
☐ Assignment Change/FTE Change
☐ Account Code Change

School or Department _____

Social Security # _____

Name of Employee _____

Employee ID# _____

Address _____

Date of Birth _____

City _____ State _____ Zip _____

Hours per Day _____ Hours per Week _____ FTE _____

Phone _____ Email _____

Number of Contract Days _____ of _____

True Time Approver(s) _____

Hire / Effective Date _____

Time Off Approver _____

Retired From Utah State Retirement System ☐

POSITION

Check position listed below and key in specific job title

- ☐ Admin Assistant _____
☐ Instruct Assistant _____
☐ Custodial _____
☐ Maintenance _____
☐ Nutrition _____
☐ Transportation _____
☐ Other _____

- ☐ Replacement ☐ Additional FTE Awarded

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

If a replacement, complete the following:

Name of replaced employee: _____

- ☐ Resigned ☐ Assignment Change/Transfer

If change/transfer what is new position of replaced employee?

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 _____

Charge Account

Fund	Location	Year	Program	Function	Object	% of FTE

Supervisor Approval:

Principal or Immediate Supervisor

Date

Program Approval:

Program Administrator

Date

HR Approval:

Human Resources Administrator

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.