



WEBER STATE UNIVERSITY

Adjunct New Hire Employment Information Form

Instructions:

1. Prior to the semester start, complete this form and send it to Payroll. Be sure to verify the Social Security Number. Payroll will set up a W number and will send the number to the e-mail address provided at the bottom of this form.
2. Submitter should send the adjunct name, W number, department org number and course reference number to Candy Stevens in Registration.
3. Submitter should request a GroupWise/NDS account for this individual by completing the form at <http://departments.weber.edu/it/network/Fac-Staff.htm>

Note: A PAR, I-9 and W-4 are required before payment will be made to this individual.

Last Name:		First Name:	
Date of Birth:		Social Security Number:	
Department:		Mail Code:	
Building:		Campus Phone:	
Room:		Home Phone:	
Ethnicity:	<input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White Non-Hispanic <input type="checkbox"/> Not Specified		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Veteran:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marital Status:	<input type="checkbox"/> Married <input type="checkbox"/> Life Time Partner <input type="checkbox"/> Single <input type="checkbox"/> Not Specified	<input type="checkbox"/> Citizen <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Resident Alien/Other Eligible	

Submitted by:			
_____	_____	_____	_____
Signature	Printed Name	Phone	Date
E-Mail Address of Submitter: _____			