

E-1 Temporary Employment Data Form - Hourly Staff (4021)

Employee must not begin working until all employment forms have been approved by the Department of Human Resources. Supervisors will be advised as to the date the new employee may begin working. Supervisors are responsible for tracking work hours so that the employee does not work more than 1,500 hours over a twelve month period.

EMPLOYEE DATA:

Department:		Budget Code:		Position Number:	
Last Name:		First Name:		MI:	UIN#:
Birthdate:	Gender: Male Female	Ethnicity:			
Citizenship: <input type="checkbox"/> US. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien If foreign born, indicate country of origin:			Veteran Status: Veteran of Vietnam War era? <input type="checkbox"/> Yes <input type="checkbox"/> No Veteran of other war era? <input type="checkbox"/> Yes <input type="checkbox"/> No Disabled Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address/Street:		City:	State:	Zip:	Home Phone:
Emergency Contact: Last Name:		First Name:		MI:	Phone Number:
Emergency Address: Street:		City:		State:	Zip:
Department Campus Address: Building:				Room #:	Department Phone:

Joint Employment Is this person a current ODU employee in another capacity? \_\_\_Yes\_\_\_No

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