

Hourly Employee Application

EMPLOYEE:

Full Name: _____ Birthday: _____

Social Security #: _____ U of A ID #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Are you currently a student? Yes No If so are you an Undergraduate Graduate

If you have previously worked at the U of A, where did you work: _____

Have you submitted: **W-4 Form** Yes No

I-9 Form Yes No

Acknowledgment of Policies Form Yes No

Personal Data Form Yes No

*These forms are available online at <https://hr.uark.edu/working/new-employees/index.php> or <http://hr.uark.edu/Forms>

Do you want Direct Deposit for your paychecks? Yes No If so, please submit the Direct Deposit Form with a voided check attached.

Are you an International Employee?: Yes No

SUPERVISOR:

Direct Supervisor: _____

Job Title: _____ Hourly Employee Work/Study Employee

Work Location: _____ Work Phone: _____

Hourly Rate: _____ Full Time Part Time Time Clock

Estimated Hours per week: _____ New Employee Rehire Wage Increase

Effective from: Start date _____ End date: _____

Cost Center #: _____

Supervisor Signature: _____ Date: _____

Staff Only EMPLOYEE ID# _____ HRLY TITLE CODE _____ WAGE RATE SEQ _____