



CASUAL HOURLY EMPLOYEE HIRE FORM

This form is to be used to sign up a new casual hourly, non-exempt, employee. This form is not to be used for Princeton University students. **If the casual hourly employee is already accessible and active in the Princeton University Time Collection System**, you do not need to submit this form and can assign a task in the online Time Collection system. INDIVIDUALS MUST BE 16 YEARS OLD TO WORK AT PRINCETON. SOME POSITIONS REQUIRE INDIVIDUALS TO BE 18 OR OLDER. WORKING PAPERS ARE REQUIRED FOR ALL 16 AND 17 YEAR OLDS BEFORE THEY BEGIN WORK. Note: All new employees must complete an I-9 and W4 Form. If an active casual hourly employee needs to change their personal or address data, they may submit a Personal Data Form.

EMPLOYEE INFORMATION. Please complete all fields.

Effective Date of Hire: _____ Name: _____
MM/DD/YY Last First MI

Home Telephone: _____ Local/ Home Address: _____
Street
City State Zip

Have you worked at Princeton before? Yes No I was a: regular employee casual employee other

Date last worked: _____ Are you a student? Yes No School: _____
MM/DD/YY

Gender: Male Female Birthdate: _____ Are you under age 18? Yes No
MM/DD/YY If yes, working papers must be attached.

Citizenship: US Citizen Resident (Permanent) Non-Resident (Temporary)

An I9 form must be completed by all employees in the Office of Human Resources. Failure to complete the I9 means the employee will not be paid and must not work.

Social Security Number: _____

The facts set forth on this form are accurate and complete. I understand that false statements may be considered grounds for dismissal.

Employee Signature _____ **Date** _____

Will employee be working out of state or out of the country? Yes No Employee ID (if known) _____
 If yes, what state or country? _____

Please verify that all information above has been completed and that the effective date of hire or rehire is correct.

Department Signature _____ **Date** _____

Print Name _____ **Ext.** _____

Dept # _____ Department Name _____

For HR use only

Work Location: HIR/CAS or REH/CAS - Dept=999 - Job Info: Job Code=9999 - Full/Part=Part-Time - PU Compensation: \$0 - 26 - 100

Fax or mail to your Office of Human Resources:

- Main Campus HR - 8-2420, 1 New South
- Library HR - 8-0454, Firestone Library