

New Hire, Transfer, Payroll Change

Personal Information

Name: _____ Social Security: _____

Start Date: _____ Phone: _____ Birth date: _____

Email: _____

Position Information

Position/Title: _____

Primary Location: _____ Supervisor: _____

Annual Salary: _____ Monthly Salary: _____ or Wage Rate: _____

Employment Terms: Full Time Part Time Hourly

Employment Types: Faculty Staff Administration

Contract/LOA Length: 12 Months 9 Months Other: _____

Contract Conditions: _____

- Has the New Hire ever contributed to TRS: Yes No
- Currently contributing to TRS: Yes No
 - If yes, where: _____
- TRS Retired: Yes No

Eligible for Benefits: Yes No

Eligible for Vacation: Yes No

Hired by Search Committee: Yes* No

*(Attach Search Committee Recommendation Form)

Attached Paperwork

RC Application Resume Unofficial Transcripts



All faculty and professional positions must request copies of Official Transcripts to be sent directly to Ranger College within the first 30 days of hire.

Supervisor Signature: _____ **Date:** _____

Vice President Signature: _____ **Date:** _____

President Signature: _____ **Date:** _____

Date Rec'd in HR Office: _____

Date Rec'd in Payroll: _____