

Non-Benefit Eligible Hire Form

(Includes Students, Grads, Work Study, Temps, Lecturers)

Internet Explorer is the only browser that supports this form. If not using Internet Explorer, then see #1.

1. Save form to your computer
2. Open saved form
3. Complete form
4. Click Submit via Email button to send form

Type of Hire:

Student (RS, WS, ZS)

Graduate Assistant (GA, GTA, GRA, ZG)

Temporary (U3, U4, Z3, Z4)

Lecturer (LP)

Employee Information:

First Name:

Middle Name or Initial: (optional)

Last Name:

WSUID: (if available)

Email: Non-WSU email

Personal Phone Number:

Position Information

Org Number:

Position Number:

Desired First Day of Work:

End Date: (All Temps, Lecturers, and Grads)

Instructions to Complete the Form

Hiring Department

Department Contact: Provide the name of the person in the department who will be the primary point of contact for the hiring process. This individual will be notified when the Onboard paperwork has been emailed to the employee, when the paperwork is complete, and when an ePAF can be started. This individual will also have the access to view the status of the new hire in Onboard at any time during the hiring process.

Department Contact Email:

US Export Compliance Requirement: Does this position require validation based on a need for US Person or US Citizen? Click [here](#) for additional information and to determine if export validation is needed for the position. If validation is required, then the employee may be required to provide additional information to Research Compliance.

Yes - US Person

Yes – US Citizen

No Validation Required

Background Check Required?

Yes

No

Background Check Billing Org:

Background Check Billing Fund:

Will this employee be working in the Wichita-Metro area?

Yes

No

Comments: