



RUTGERS-NEW BRUNSWICK

Edward J. Bloustein School  
of Planning and Public Policy

## NEW HIRE FORM FOR HOURLY EMPLOYEES

This form is to be completed at least 2 weeks PRIOR TO the start date of the appointment.

Anticipated Start Date:

Name of New Hire:

E-mail address of New Hire:

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Proposed Hourly  
Rate:

Approximate #  
of hours per  
week:

Length of  
appointment:

Name of Project in which this person will be paid:

Project Number:

Which Center/Program will this person be working for?

Who will supervise this person?

Is this person currently  
employed by Rutgers?

yes

no

Is this person a full  
time Rutgers student?

yes

no

For full-time students, please select:

Graduate

Undergraduate

Please provide a brief description of the work to be performed:

If this person needs an account set up for the Windows domain, access to shared folders, or an EJB email account, please contact [help@ejb.rutgers.edu](mailto:help@ejb.rutgers.edu) for assistance with the IT needs for this new hire.

If this person is NOT a full-time Rutgers student, they cannot be hired as such. Keri Ferreira will contact you with instructions on how to proceed.

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**Signature of Hiring Authority** - by signing this form, I understand that I am responsible for ensuring that both the Business Services Office and the Information Technology Services Group are notified when this employee leaves or no longer needs access to any special shared folders.