WEBER STATE UNIVERSITY
Adjunct New Hire
Employment Information Form

Instructions:

1. Prior to the semester start, complete this form and take it to Payroll. Be sure to verify the Social Security Number. Payroll will set up a W number and will send the number to the e-mail address provided at the bottom of this form.

2. Department Secretary logs into Banner and assigns Adjunct role and Department (on SIAINST) and makes course assignments (on SSASECT).

3. Department Chair/Secretary contacts Adjunct and instructs them to access E-Services to set up Wildcat ID and password.

Note: A PAR, I-9 and W-4 are required before payment will be made to this individual.

Last Name:		First Name:	
Date of Birth:		Social Security Number:	
Department:		Mail Code:	

Note: If Adjunct does not have an office, use department secretary location and phone (do not leave blank)

Building:		Room:		Campus Phone:	
Home Phone: *(optional)* Cell Phone: *(optional)*				Campus Fax:	

Ethnicity: *(optional)*	☐ Asian or Pacific Islander ☐ Native Hawaiian or Pacific Islander ☐ Black Non-Hispanic ☐ White Non-Hispanic ☐ Hispanic ☐ Not Specified ☐ American Indian or Alaskan Native
Gender:	☐ Male ☐ Female Veteran: *(optional)* ☐ Yes ☐ No
Marital Status: *(optional)*	☐ Married ☐ Life Time Partner ☐ Single ☐ Not Specified ☐ Citizen ☐ Non-Resident Alien ☐ Resident Alien/Other Eligible

Submitted by (should be Department Chair or Department Secretary):

_____ _____ _____ _____
Signature   Printed Name   Phone   Date

E-Mail Address of Submitter:_____