New Hire Data Sheet

Student Information

Legal First Name: _____

Legal Last Name: _____

SSN: XXXX-XX- _____ (last 4 digits of SSN)

NSHE ID: _____

Currently work for UNLV or NSHE?   Yes ○ No ○

Previously worked for UNLV or NSHE? Yes ○ No ○

If so, under what name if different? _____

Contact Information (from Personal Data Form)

Job Information

Supervisor Name: _____

Hire Date: _____
(scheduled first day of work)

Job Profile:

Location:

Scheduled Weekly Hours: _____
(maximum of 20 – all jobs combined)

End Employment Date: _____
(anticipated graduation date or if funded via grant, then grant end date)

List of job duties: _____

Organization Information

Cost Center: _____

Work Study Program:

Compensation Information

Hourly Pay: _____

Actual End Date: _____
(needs to match End Employment Date)

Costing Allocation Information

Costing Allocation End Date: _____
(if PG, then leave blank) (if GR or GI, then use end date associated with the grant or gift)

Worktag (PG##### or GR##### or GI#####): _____

Personal Information (from Personal Data Form)