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| New Hire - Rehire Form  **Tracking Number:**  **Short Description:**   |  |  |  |  | | --- | --- | --- | --- | | **Employee Information** | | | | | Application Date : |  |  |  | | First Name :\* |  | Middle Name : |  | | Last Name :\* |  |  |  | | Social Security Number : |  | Social Insurance Number : |  | | Home Address : |  |  |  | | City : |  | County : |  | | State / Province : |  | Zip / Postal Code : |  | | Home Phone Number : |  | Personal Email Id :\* |  | | Req Number : |  |  |  | | Note : Contact your HR Consultant if Req Number is unknown. | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Personal Information** | | | | | Sex :\* |  | Marital Status :\* |  | | High Education Level : |  | Birth Date (DD-MM-YYYY) :\* |  | | | | Referral Source : |  | Ethnic Group : |  |  |  | |
| |  |  |  |  | | --- | --- | --- | --- | | **Job Information** | | | | | Hire Date (DD-MM-YYYY) :\* |  | | | | Action Reason :\* |  |  |  | | Job Code :\* |  | Job Title : |  | | |  |  |  |  | | --- | --- | --- | --- | | Job Code: |  | Job Title: |  | |  |  |  |  | | | | | | **Physical Work Location(Select any one of the following)** | | | | | Home | Employee works from home only. | | | | | Travel | Employee visits multiple customer sites daily.  But does not spend 25% or more of his / her time at any one location. | | | | | Customer Site | Employee works full time at customer site | | | | | DecisionOne Office | Employee works 25% or more of his / her time at a DecisionOne office daily. | | | | | Variable Workforce Only | Employee work location varies by call / assignment. | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Shift :\* |  | Reg/Temp : |  | | FLSA Status : |  | Fulltime/Parttime : |  | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Customer Name :\* |  |  |  | | Physical Work Location Address : |  |  |  | | City : |  |  |  | | State / Province : |  | Zip / Postal Code : |  | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Salary Data** | | | | | Pay Group : |  | Band : |  | | Weekly Hours : |  | Biweekly Salary : $ |  | | Annual Salary : |  |  |  | | (Biweekly Salary \* 26 ) | | | | |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | **Organization Data** | | | | | Note:Office Mail Location is the City & state of the DecisionOne Office where interoffice mailings should be sent. Include the street address if more than one DecisionOne office is in the city. | | | | | Department :\* |  |  |  | | Executive : |  |  |  | | Supervisor :\* |  | | | | Office Mail City : |  | State / Province : |  | |  |  |  |
| |  | | --- | | **Payroll Information :** | | Note: - Federal exemptions will be set at Single and Zero until an original W4 is received in payroll. - Paychecks will be mailed to the address on file. | | |  | | |  |  |  |