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| New Hire - Rehire Form**Tracking Number:** **Short Description:**

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| **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.  |

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| **Personal Information**  |
| Sex :\* |  | Marital Status :\* |  |
| High Education Level : |       | Birth Date (DD-MM-YYYY) :\* |       |
| Referral Source : |       | Ethnic Group : |       |  |  |

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| **Job Information**  |
| Hire Date (DD-MM-YYYY) :\* |       |
| Action Reason :\* |  |  |  |
| Job Code :\* |  | Job Title : |  |
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| Job Code: |       | Job Title: |       |
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| **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. |

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| Shift :\* |       | Reg/Temp : |  |
| FLSA Status : |  | Fulltime/Parttime : |  |

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| --- | --- | --- | --- |
| Customer Name :\* |       |  |  |
| Physical Work Location Address : |       |  |  |
| City : |       |  |  |
| State / Province : |       | Zip / Postal Code : |       |

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| **Salary Data**  |
| Pay Group : |  | Band : |       |
| Weekly Hours : |       | Biweekly Salary : $ |       |
| Annual Salary : |       |  |  |
| (Biweekly Salary \* 26 )  |

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| **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 : |       |

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| **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. |
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