

**NEW PART-TIME EMPLOYEE INFORMATION SHEET**

The following information will be needed by Human Resources for all new part-time support staff employees that are to be put on the Payroll.

Name \_\_\_\_\_

Valley Number \_\_\_\_\_

Replacement for \_\_\_\_\_

Starting date \_\_\_\_\_ Termination date \_\_\_\_\_

Position title \_\_\_\_\_

Position reports to \_\_\_\_\_

Pay group category – Part-time hourly (6181) – work up to 29 hours per week

Special assignment (6182) work up to 40 hours per week

Number of hours to work per week \_\_\_\_\_

Organizational Code/Index \_\_\_\_\_

Rate of pay \_\_\_\_\_

Is employee drawing MPSERS benefits - Yes                      No