

NEW EMPLOYEE RECORDS/BENEFITS INFORMATION FORM

Schedule for the 2010 Fall Semester Faculty/GTA/GRA/Assistant Instructors NEW EMPLOYEE RECORDS/BENEFITS SESSIONS

PLEASE CIRCLE THE SESSION YOU PLAN TO ATTEND



DATE	DAY	TIME	LOCATION	PARTICIPANTS
August 18	Wednesday	9AM – 12PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.
August 24	Tuesday	2PM – 5PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.
August 27	Friday	9AM – 12PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.
September 1	Wednesday	2PM – 5PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.
September 7	Tuesday	5PM – 7PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.
September 8	Wednesday	2PM – 5PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.
September 10	Friday	9AM – 12PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.
September 14	Tuesday	2PM – 5PM	Wetsel Building – Room 200	Faculty/GTA/GRA/Asst. Instr.

➔ **The Wetsel Building is located at 1225 West Mitchell**

PLEASE COMPLETE THE INFORMATION BELOW:

LAST NAME: _____ FIRST NAME: _____

HOME OR CELL TELEPHONE _____

EID OR LAST 4 DIGITS OF SOCIAL SECURITY NO.: _____

EMPLOYING DEPARTMENT: _____

PLEASE CHECK YOUR CLASSIFICATION:

GTA _____ GRA _____ ASSISTANT INSTRUCTOR _____ FACULTY _____ OTHER _____

PERCENT OF TIME: 100% _____ BETWEEN 50% AND 99% _____

RETURNING EMPLOYEE: Yes _____ No _____

**COMPLETE AND RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES,
BOX 19176 OR VIA FAX AT (817) 272-5798**