![CMCSS - The Defining Difference]

NEW EMPLOYEE WORKSHEET

Employee Name: _____

MUNIS Number: _____

Job Class Code: _____

Position: _____

Location and Loc Number: _____

Hours her Day: _____ [   ] **Fingerprinting charge**

Effective Date: _____

Tier: _____

Next Step Date: _____

Hourly Rate: _____

For Subsitute Program Staff use only:

Org #: _____

Object #: _____

Date released into MUNIS: _____