

HIRE NEW BENEFITS ELIGIBLE STAFF EMPLOYEE

The Employee Information Form will be completed by the Department of Human Resources on the first day of employment. Staff employees are required to report to Human Resources prior to reporting to their assigned department. Human Resources will conduct new employee sign-up and secure all applicable information.

NOTE: PARs must be received (5) working days prior to the date of hire to authorize employment and ensure timely processing of new employee sign-up.