



Hire Form

- The Hire Form is used to hire Faculty and Non-BC Student Employees into an open position.
- The Hire Form is not used to hire a new staff employee (professional, administrative, office, clerical and service) or add a job for an existing staff employee.
- The Hire Form is not used to hire hourly paid BC student employees. These students are hired in PeopleSoft HR.

This form should be completed for all new hires (including additional positions for current employees).

Check all of the following that apply:

- Monthly Weekly Hourly Religious Order
- Non-BC Student* Graduate Student (9-Ledger only)* Resident Assistant*

* To hire other BC graduate or BC undergraduate students as student employees you must use the PeopleSoft Hire Process.

I. Employee Data

A.

Check box if this person is currently employed by Boston College

(this indicates an *additional* job for this employee)

Has this person previously been employed by Boston College? Yes No

If yes, what type of employment was it?

Full time Part time
Student Employee Temp Pool

Month and year previous BC employment ended (mm/yyyy):

B.

Last Name

First Name Middle Initial

C.

Social Security Number <input type="text"/>	Citizenship Status: Alien Perm Alien Temp Native (US) Naturalized
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Department Name <input type="text"/>	Department Number <input type="text"/>
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II. Job and Compensation Information (To change the characteristics of this position, first complete a Create/Update Position Form.)

A.

Effective Hire/Rehire Date (mm/dd/yyyy)

Hire Actions: Hire Rehire

Hire/Rehire Type:

- Regular Full Time/Faculty member
- Regular Part time/Faculty member
- Temporary Position
- Temporary Pool Position
- Student Employee

For Temporary and Temporary Pool positions, indicate position end date (mm/dd/yyyy):

Probationary Period End Date (mm/dd/yyyy):

B.

Position Number:	Job Code Number:
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Position Title

Employee Classification:

C.

Pay Type (complete *one* of the pay types listed below)

<p><i>Hourly Pay Type</i></p> <p>Hours per week: <input type="text"/></p> <p>Weeks per year: <input type="text"/></p> <p>Hourly Pay Rate: \$ <input type="text"/></p>	<p><i>Weekly Pay Type</i></p> <p>Hours per week: <input type="text"/></p> <p>Weeks per year: <input type="text"/></p> <p>Weekly Pay Rate: \$ <input type="text"/></p>	<p><i>Monthly Pay Type</i></p> <p>Hours per week: <input type="text"/></p> <p>Months per year: <input type="text"/></p> <p>Monthly Pay Rate: \$ <input type="text"/></p>
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III. Job Earnings Distribution of Compensation

Dept. ID	Fund	Fund Source	Account	SEQ #	Program/ Project	* % Funded	<u>Earnings</u> <u>code</u> (3-digits)	** From	** To
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Percentage(s) (%) of compensation funded by the Account(s) (must total 100%)

** (mm/dd/yyyy)

IV. Comments

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V. Benefits and Service Information (to be completed by appropriate Employment area)

Does this position qualify for Benefits?

Yes - Basic Benefits (BC1) No - No Benefits (NOB) No - Part time Faculty (PTF)

Annual Benefits Compensation Base \$

(to be calculated by appropriate Employment Area only if different from annual compensation for the above position)

Service Date (mm/dd/yyyy): To be completed for all benefits-eligible rehires.

Note: If newly benefits-eligible, or rehire is more than 2 years after termination of prior benefits-eligible employment with Boston College, Service Date will be the Rehire Date. If rehire is within 2 years of prior benefits-eligible employment, Service Date will need to be adjusted - contact Benefits if there are questions regarding the determination of this date.

VI. Authorizing Signatures

Department Contact (please type name and extension of person who completed this form)

Name: Ext.:

Print form now and route to applicable department(s) for signature.

	Print Name:	Ext.:	Signature:	Date:
Dept/Dean:				
Executive VP:				
Contract & Grant/ Restricted Ledgers:				

Other:				
Salary is above midpoint for grade: <input type="checkbox"/> Yes <input type="checkbox"/> No (To be completed by the Human Resources Department.)				
Compensation:				
Employment Area:				
HRSC Position Administrator:				

VII. Processing (to be completed by HRSC Representative)

EAGLE ID (First 8 digits on BC Eagle-One Card): <input type="text"/>	Processed in HRSC by: _____ Date _____
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