

**RUTGERS UNIVERSITY LIBRARY
ADD NEW HOURLY EMPLOYEE TO TIMETRAK
PRIMARY JOB ONLY**

Employee Information

Effective Date of Change: _____

RUID: _____ **-OR-** No RUID _____

Last Name: _____ First Name: _____ M.I. _____

Hourly Pay Rate: _____

University Account #: _____

Library Code: _____

Department Code: _____

Location Code: _____

Employee Type (check one)

___ 1 ___ 4 Clerical/Office/Library Assistant ___ 4 Non-exempt Admin/Supervisory
 ___ 5 ___ 6 ___ 7 ___ 8 ___ 9

If Type 6, 7, 8 or 9: Appointment Start Date: _____ End Date: _____

Hire Date: _____

Social Security Number: _____

Employee E-Mail: _____

Primary Supervisor: _____

Back-up Supervisor(s): _____

Date PAF and other required forms submitted to University Payroll: _____

-OR-

Already on University Payroll: _____

Justification if Hourly Pay Rate is \$20 or more: _____

Approval

Signature of Unit Library Administrator: _____

Date: _____

**Please mail the completed form to the Libraries Budget Office at Alexander Library
or fax it to 732-932-7637.**