

The Research Foundation of State University of New York

NEW/REHIRE FORM

(Upon completion of this form, please return it to Office of Human Resources, 216 Bray Hall)

HIRE DATE: / /	Is this a rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	STATUS <input type="checkbox"/> SUNY FT Undergrad <input type="checkbox"/> SUNY FT Grad <input type="checkbox"/> Non SUNY Student
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EMPLOYEE INFORMATION (project director completes)				
EMPLOYEE'S LAST NAME	FIRST NAME	MIDDLE	<input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	
TITLE	MAILING ADDRESS (address to which the letter of appointment should be sent)			
	Street	Apt	City	State Zip Code

SALARY AND LABOR DISTRIBUTION (project director completes)						
SALARY START DATE: / /	SALARY (actual earnings) <input type="checkbox"/> Annual \$ _____ <input type="checkbox"/> Biweekly \$ _____ <input type="checkbox"/> Hourly \$ _____ <input type="checkbox"/> Total remuneration \$ _____ <input type="checkbox"/> Summer \$ _____	WORK WEEK <input type="checkbox"/> Full time <input type="checkbox"/> Part time %FTE _____	PROJECT#	AWARD#	TASK#	LD%
SALARY END DATE: / /						
PROJECT DIRECTOR APPROVAL (required for all)			FACULTY CHAIR/DIRECTOR APPROVAL (for faculties that require, see reverse side for listing)			
Signature _____ Date _____			Signature _____ Date _____			
Print Name _____ Department _____ Phone _____						

EMPLOYEE INFORMATION (employee completes)					
LOCAL ADDRESS			PERMANENT ADDRESS		
HOME PHONE	WORK PHONE	EMAIL ADDRESS	DATE OF BIRTH	SOCIAL SECURITY #	
VETERAN STATUS <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran (if veteran, additional form required)	NATIONALITY <input type="checkbox"/> US Citizen <input type="checkbox"/> Non-Citizen in US on Visa <input type="checkbox"/> Visa Type _____ <input type="checkbox"/> Permanent Resident	ETHNIC ORIGIN (see reverse for definitions) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino (white race only) <input type="checkbox"/> Hispanic or Latino (all other races) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		EDUCATION _____ Education Level _____ Degree Expected _____ Date Degree Expected	
PRIOR RETIREMENT SERVICE <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> Prior SUNY <input type="checkbox"/> Concurrent SUNY <input type="checkbox"/> Prior Non SUNY					

DECLARATION AND AUTHORIZATION

I accept the position indicated above as an employee of The Research Foundation of State University of New York. I understand this position is subject to final approval by the Research Foundation and is terminable at will. I also agree to abide by all policies and regulations of the Research Foundation including the Patent Waiver and Release Agreement (provided with your employment packet).

Employee Signature: _____ Date: _____

ADDITIONAL APPROVALS			
OFFICE OF RESEARCH PROGRAMS	DATE	OPERATIONS MANAGER	DATE
OFFICE OF HUMAN RESOURCES	DATE	PROVOST (required for faculty appointments only)	DATE

OFFICE USE ONLY			
EMPLOYEE #	DATE REVIEWED REQ SUBMITTED TO HR		
I-9 COMPLETED <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	DATE COMPLETED	VISA TYPE	WORK AUTH EXP DATE
WORKING HOURS <input type="checkbox"/> 37.50 <input type="checkbox"/> 40	STATUS <input type="checkbox"/> E <input type="checkbox"/> N	LETTER DONE	STUDENT STATUS CHECKED
DATE INPUT BY	LD	COPIES PR <input type="checkbox"/> TK <input type="checkbox"/> FA	DATE: _____
SPECIAL NOTES		VISA SHARE FILE DONE	

ETHNIC ORIGIN DEFINITIONS

Value	Description
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
Hispanic or Latino (white race only)	A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, of white race only.
Hispanic or Latino (all other races)	A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, of any race other than white.
Native Hawaiian or Other Pacific Islander	<p>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (The term "Native Hawaiian" does not include individuals who are native to the State of Hawaii by virtue of being born there.)</p> <p>In addition to Native Hawaiians, Guamanians, and Samoans, this category would include the following Pacific Islander groups reported in the 1990 census: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.</p>
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Faculty Chair Signature Requirements

Note: NO signatures are required for hourly students

Chemistry Faculty - Chair signature NOT required

Construction Management and Wood Products Engineering Faculty - Chair signature NOT required

Environmental and Forest Biology Faculty – Chair signature NOT required

Environmental Resources and Forest Engineering Faculty - Chair signature NOT required

Environmental Studies Faculty – Chair signature required

Forest and Natural Resources Management Faculty – Chair signature required

Landscape Architecture Faculty - Chair signature NOT required

Paper Science and Engineering Faculty - Chair signature required