University of Richmond

Staff New Hire/Rehire Paid Hourly PAF
Form to be used for non-exempt (bi-weekly) staff

Employee Information

UR ID	First
Last	Preferred First Name
Hire Date	End Date

Has employee worked continuously at an institution of higher education in the previous 12 months?   Yes   No

Has employee previously worked at UR?   Yes   No

Referred By

Information from Hiring Manager

Approver	
Name	Temporary: Short-Term Casual
	Limited Term: Yes No
Position #	Grant: Yes No
WTE TimePro	

Job Assignment

Position #	Hours/Day	Hours/Pay
Position Title	Weeks/Year	Total Hrs/ Year
Annual Salary	Hourly Rate	FTE

Labor Distribution

Fund	Org	Acct	Index	%

Comments

Approvals - *As required by your division or department*

Preparer	Date
Approver or PI (Grants)	Date
Grants Accounting Manager	Date
Dean	Date
Provost or AVP	Date

HR/Payroll Use Only

Retirement Eligibility Date	
Human Resources	Date

11.2.15 gwescott