Boston College 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.

Employee Data

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?

If yes, what type of employment was it?

Yes	Full Time
No	Part Time
	Student Employee
	Temp Pool

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

Last Name	First Name	Middle Initial

Citizenship Information

Social Security Number

Citizenship Status	If non-US citizen, indicate country of citizenship	State or Country of Birth
Alien Perm		
Alien Temp		
Native US		
Naturalized		

Job Information (To change the characteristics of this position, first complete a Create/Update Position Form.)

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

Temporary and Temporary Pool Positions End Date (mm/dd/yyyy)

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

Position Number   Job Code Number

Department ID   Department Name

Position Title   Employee Classification

Compensation

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

Hourly Pay Type	*Weekly Pay Type*	*Monthly Pay Type*
Hours per week	Hours per week	Hours per week
Weeks per year	Weeks per year	Months per year
Hourly Pay Rate	Hourly Pay Rate	Monthly Pay Rate

Job Earnings Distribution of Compensation

Dept ID.	Fund	Fund Source	Account	SEQ #	Program/ Project	% Funded*	Earnings Code (3 digits)	From**	To**

* Percentage(s) (%) of compensation funded by the Account(s) must total 100%
** mm/dd/yyyy

Comments:

Continued on the next page

Benefits and Service Information (to be completed by appropriate Employment Area)

Does this position qualify for Benefits?

Yes - - Basic Benefits Monthly (BCM)   Yes - Basic Benefits Weekly (BCW)

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.

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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:				

(To be completed by the Human Resources Department)

Salary is above midpoint for grade: Yes   No

	Print Name:	**Ext.:**	**Signature:**	**Date:**
Compensation:				
Employment Area:				

Processing (To be completed by HRSC Representative)

Eagle ID (First 8 digits on BC Eagle-One Card):

Processed in HRSC by: Date: