



## Request for Regular Hire

Name: \_\_\_\_\_ OSU ID# \_\_\_\_\_

Title: \_\_\_\_\_ Position # \_\_\_\_\_

Hire Date \_\_\_\_\_

Specify the Following Information:

ORG \_\_\_\_\_ FUND \_\_\_\_\_ ACCOUNT \_\_\_\_\_

PROJECT \_\_\_\_\_ PROGRAM \_\_\_\_\_ USER DEFINED \_\_\_\_\_

Rate of Pay \$ \_\_\_\_\_ / HR or MO      TIMEKEEPING GROUP \_\_\_\_\_

DEPARTMENT \_\_\_\_\_      LOCATION CODE \_\_\_\_\_

CHECK DISTRIBUTION: DEPT \_\_\_\_\_      CHECK SORT: \_\_\_\_\_

Department name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

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Person Authorizing Hire \_\_\_\_\_ Date \_\_\_\_\_

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Person Entering Data in HRIS \_\_\_\_\_ Date \_\_\_\_\_