ADJUNCT HIRE COVER SHEET
FOR E-PAF and PAYTRAX+ USERS

Please attach this cover sheet to all adjunct new hire submissions so that HR can set up your hire in the correct Org. The below “required attachments” are the very least that should accompany this form; if you have all of the required documentation, please attach them to this cover sheet as well.

Required Attachments:

✓ Employee’s completed I-9 with documentation
✓ W-4 form
✓ Transcripts for doctoral and masters degrees

All fields below must be completed:

Employee’s Name:  _________________________________

NSU ID:    _________________________________

Start Date:    _________________________________

Center Name:   _________________________________

Org:     _________________________________

________________________________________________________________________
Printed name of person completing this form   Phone #

________________________________________________________________________
Date form completed

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HR/Payroll USE ONLY:

________________________________________________________________________
HRIS: Entered by/Date   Payroll: Audited by/Date

Revised Date: 2/27/06