



PERSONNEL RECORD SHEET

NEW EMPLOYEE

CURRENT EMPLOYEE

*** For current employees fill in asterisk fields and new/changed information.**

*Location # _____ * Employee # _____

Hire Date _____ Effective Date _____ Termination Date _____

*Last Name _____ *First Name _____ Male

Date of Birth _____ *Social Security Number _____ Female

Street Address _____ Phone _____

City _____ State _____ Zip Code _____ Email _____

Job Title _____ Full Time Part-Time

Hourly Hourly Pay \$ _____ Salary Salary per Pay \$ _____

***Account #** _____

Additional Departments

Employee # _____	Account # _____	Pay per Hour \$ _____
Employee # _____	Account # _____	Pay per Hour \$ _____
Employee # _____	Account # _____	Pay per Hour \$ _____
Employee # _____	Account # _____	Pay per Hour \$ _____

Signature _____

Date _____