



## NEW HIRE INFORMATION FORM

### LSU AgCenter

Demographic information needed for employees going in to temporary appointments or non-advertised positions, if new to system.

Country (if other than the United States) \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Suffix \_\_\_\_\_

Phone number	_____	Work	Home
Landline	Mobile	Telecommunication Device for the Deaf?	

Street Address	_____	Work	Home
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City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-mail address	_____	Work	Home
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AgCenter e-mail address

(Employee will need to check an e-mail address to gain access to Workday to complete necessary new hire information.)

Comments/Additional Hiring Information:

Hiring Manager:

Start Date:

Send this form along with the **Employment Packet Request** form.