



NEW HIRE: PERSONAL EMPLOYEE PROFILE (PEP)

First Name: M.I: Last Name:
Home Address: City: State: Zip Code:
County: Personal Email Address: Phone #:
Other (please specify any other relevant information):

Job Title: Start Date (MM-DD-YY):
Direct Supervisor: End Date (MM-DD-YY):
10 or 11 Month EE Only
Company Code: GL Account: - - -
Pay Rate (annual if salaried): Pay Rate (per pay period): Work Location:
Employee Type: Pay Frequency: Work Office:
Weekly Scheduled Hours:
Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Attention Supervisors:

Upon completing this new hire form and sending it to Human Resources, please ensure you submit the New Employee Computing Request Form on the Hampshire Website. **If the employee needs a cell-phone stipend, please submit a Cell-Phone Add. Comp Form to HR immediately after this.**

Department Head Signature:

Head of Finance Signature:

HR Signature:

Division Head Signature:

President Signature:

All template forms **must** be uploaded to ShareFile —

Managed Payroll Solutions **CANNOT ACCEPT** employee forms via email due to Privacy Regulation Laws

- EE Changes — New Hires — Terms — This folder is where you upload all documents
- Template Employee Forms — This folder is where your forms are located