# Goes to HR home page

# New Hire Authorization Form

## *Administrative/Professional and Staff Employees*

**Banner ID:**       **Name:**

**Home Organization:**       **Home Department:**

**Check Dist:**       **District/Division:**       **Location ID:**

**Hire Date:**

**Position Number:**       **Suffix:**

**Title:**       **FTE:**

**Monthly Paid:****[ ]**   **Annual Salary:**

**Biweekly Paid:[ ]**   **Hourly Rate:**

**Supervisor Banner ID:**       **Supervisor’s Name:**

**HR Liaison Name:**

**Comments:**

**Date Prepared:**       **Prepared By:**       **Phone:**

**Notify EPAF Approval GID:**

***Instructions: Complete and include with new hire paperwork prior to sending to AU Human Resources***