

The purpose of the New Hire form is to gather necessary information from new faculty and staff employees as well as non-UA paid faculty needed for our Banner system as well as demographic data needed for internal and external reporting requirements.

This form is to be completed by the new faculty or staff employee or non-UA paid faculty member and returned to the hiring department. The hiring department will submit the New Hire Form to Payroll Input in the timeframe as listed below:

New faculty and staff employees:

- The form should be given to the employee to complete along with other new hire paperwork.
- The new employee should complete ALL sections of this form, sign and date the form and return to the hiring department.
- The department should submit the New Hire form with the Personnel Action form.

Non-UA paid faculty:

- The new non-UA paid faculty member should complete Sections 1, 2 and 3, sign and date the form, and return to the hiring department.
- For teaching assignments, the hiring department should submit the form once the appropriate approvals in the Faculty Hiring system are obtained and an offer is accepted;
- For research assignments, the hiring department should submit the form prior to the beginning of the research assignment.

A completed New Hire form can be submitted to Payroll Input in the following ways:

- Campus Mail: Send to Payroll Input, Box 870128
- Email: [payrollinput@fa.ua.edu](mailto:payrollinput@fa.ua.edu)
- Fax: 348-2737