



Charter School New Hire/Rehire Job Information

The following information is required to create the job information pages in PeopleSoft.

Name: _____

Work Location: _____ School#: _____

Job Information (Check One):

New Hire Rehire

Start Date: ____/____/____

Position/Job Title: _____

Employment Status (Check One):

Regular/Full-Time Regular/Part-Time Temporary/Full-Time Temporary/Part-Time

Standard Hours Per Week _____ Duty Days _____

Job Classification (Check One):

Administrative Instructional Non-Instructional Contract/Vendor

Payroll/Compensation (Check One):

Employee Type: Salaried Annual Salary \$ _____

Hourly Hourly Rate \$ _____

Pay Frequency (How often employee is paid (Check One):

Weekly Biweekly (every other week) Monthly Semimonthly (twice a month)

Employee Signature: _____ Date: ____/____/____