



Douglas County, Nebraska
NEW HIRE REPORT FORM

Oracle/Employee ID #: _____

This form is used to report NEW HIRE information. Failure to provide required information may result in a delay in entering employee information into the HR/Payroll system.

Civil Service Employee Non Civil Service Employee Rehire

Employment Start Date (dd/mmm/yyyy): _____

Employee Name (Last, First & MI): _____

Gender: Male Female Marital Status: Married Single

Social Security Number: _____ Date of Birth (dd/mmm/yyyy): _____

Ethnic Origin: Caucasian African-American Hispanic Asian Native American Other

Address (street, city, state & zip): _____

Home Phone Number (xxx-xxx-xxxx): _____

Oracle Org. Name (please be specific): _____ Oracle Organization #: _____

Job Title: _____

Occupational Code #: _____ Requisition # (if applicable): _____

Assignment: Full-time Part-time more than 20 hrs p/wk Part-time 20 hrs or less p/wk Temporary

Pay Rate: \$_____ Salary Basis: Hourly Monthly Bargaining Unit: _____

Name of Approving Supervisor: _____

ORACLE TIME AND LABOR INFORMATION

Hours of Work: _____ Assigned Shift (if applicable): _____

Will the employee be an approver in the Time Entry in Workflow? Yes No

Will employee enter their own time through Self-Service? Yes No

What Timekeeper Group will this employee belong to? _____

APPROVALS

Elected Official/Department Head/Designee Date _____
Human Resources Director/Designee Date

FOR CSC USE ONLY

APPRAISAL DATE (mmm/yyyy): _____

CLASSIFICATION DATE (dd/mmm/yyyy): _____

LONGEVITY DATE (dd/mmm/yyyy): _____

DEPT. SEN. DATE (dd/mmm/yyyy): _____

UNION SENIORITY DATE (dd/mmm/yyyy): _____

Oracle Entry Date: _____

Initials: _____