



Essexville-Hampton Public Schools New Hire Payroll Information Sheet

Please complete after hiring by E-HPS, but prior to first day of work

PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security No.
Address (Street)			Phone No.
City	State	Zip Code	Maiden Name (if applicable)

Birth Date	Gender	Married or Single
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Please complete the following (circle the appropriate choice):

Have you ever worked for a Michigan public school? **Yes or No**
If yes, please give dates. From _____ / _____ to _____ / _____

My Retirement plan is: **BASIC MIP MIP Graded MIP Plus MIP Hybrid (pension plus) Defined Contribution Don't Know**

Employee Signature

Date

BASIC EMPLOYMENT INFORMATION (to be completed by Hiring Personnel)

Permanent / Substitute (or Homebound) / Essexville-Hampton HS Student / Coach (please circle one)

Position	Department/Building
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Pay Rate (Step and Grade if known)	Hire Date
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Signature (Hiring Personnel)

Date

_____ W-4	_____ ORS N.H.
_____ I-9	_____ D.D.
_____ ORS B.N.	_____ Ins

ICHAT _____

