

**Required ADP New Hire Information**

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Manager/Supervisor:** \_\_\_\_\_

**Budget Line:** \_\_\_\_\_

**(Obtain from Manager/Supervisor)**

**Work Location:** \_\_\_\_\_

**Pay Rate:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Emergency Contact Phone #:** \_\_\_\_\_

**ALL INFORMATION MUST BE COMPLETED.**