

**Kansas State University
College of Veterinary Medicine
Contract Employee Information**

**Submit to Amanda McDiffett, amcdiffe@vet.ksu.edu, prior to employee start date*

**Employee needs to bring a completed new employee information sheet to their appointment.*

Employee Name _____

Position Number _____

Annual Salary Rate _____

FLSA Status _____ *Attach copy of FLSA determination for new or revised positions.*

Background Check required? _____NO _____YES *If yes, attach copy of background check approval.*

Position Funding _____

Supervisor _____

Teaching Responsibilities? _____NO _____YES *If yes, attach original PER 20.*

Will employee work with animals? _____NO _____YES

Work Location _____

Work Phone Number _____

Additional information:
