

Kansas State University
College of Veterinary Medicine

Position information for new temporary employees

**Submit to Jaci Begnoche, jbegnoche@vet.ksu.edu, prior to start date*

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

Employee Name _____

Hired by _____

Current KSU or State of Kansas Employee? _____ NO _____ YES

If yes, where are they employed? _____

Contact Information for New Employee _____ - _____

Appointment Start Date _____ **Appointment End Date** _____

Background check required? _____ NO _____ YES *If yes, attach copy of approval.*

FTE _____

Position Title _____

Pay Rate _____

Position Funding _____

Will employee work with animals? _____ NO _____ YES

Work Phone Number _____ **Work Location** _____

Additional information:
