



**The Research  
Foundation for**

The State University of New York

**Human Resources**

Buckham Hall B206  
Buffalo State College  
1300 Elmwood Avenue  
Buffalo, NY 14222-1095  
Tel: (716) 878-3048  
Fax: (716) 878-4039

[sponsoredprograms.buffalostate.edu/](http://sponsoredprograms.buffalostate.edu/)

## NEW HIRE / REHIRE INFORMATION REQUIRED

Requested By \_\_\_\_\_ Email \_\_\_\_\_

New Hire Name \_\_\_\_\_

Email \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Department \_\_\_\_\_

Project-Task-Award \_\_\_\_\_

Job Title \_\_\_\_\_

RF Title (if known) \_\_\_\_\_

Pay Rate \$\_\_\_\_\_ per \_\_\_\_\_

Exempt/NonExempt \_\_\_\_\_

FTE/Hours Per Week \_\_\_\_\_

Supervisor \_\_\_\_\_

Background check required?      Yes

No

Return completed form to [leonelj@buffalostate.edu](mailto:leonelj@buffalostate.edu)