



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

sponsoredprograms.buffalostate.edu/

NEW HIRE / REHIRE INFORMATION REQUIRED

If you will be hiring employees at 0.5 FTE or higher, please refer to the Sponsored Programs' [Recruitment](#) page for guidelines. Once a candidate is identified (or if no search is required), provide the information below. ***Please note that no employee should begin work before receiving Research Foundation Human Resources approval.***

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

(Any employee or volunteer who will be working with minors must be background checked at the award's expense if they don't already have a background check performed within the past 5 years on file with us.)

Driving records check required? Yes No

(Any employee or volunteer who will drive one or more children must have their driving records checked.)

Return completed form to rfempsvcs@buffalostate.edu