



Human Resources
Buckham Hall B206
Buffalo State College
1300 Elmwood Avenue
Buffalo, NY 14222-1095
Tel: (716) 878-3048
Fax: (716) 878-3046

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 rfempsvcs@buffalostate.edu