

Gilroy Unified School District
New Employee

GUS #106
Revised 2/04

Classified () Certificated () Management ()

Requesting Administrator _____

Employee Name _____ Social Security # _____

Requested Effective Date _____ Ending Date _____

Position Description _____ Location _____

Assignment _____

Hours per day _____ Months per year _____

Hourly _____ Replacement position for _____

Substitute _____ Employee Leave ____ Resignation ____ Retirement ____

New Position _____ Extra duty-Extra pay ____

Account Code(s):

FTE	Fund	Resource	Project Year	Object	Sub Object	Goal	Function	Cost Center	Site	Manager

Administrator Signature

Date

<p>#2 (to be completed at Central Office) Categorically Funded</p> <p>Program Manager _____ Signature _____ Date _____</p> <p>Program Manager _____ Signature _____ Date _____</p> <p>Program Manager _____ Signature _____ Date _____</p>	<p>#3</p> <p>Business Office _____ Signature _____ Date _____</p> <p>Human Resources _____ Signature _____ Date _____</p>
<p>#4 (to be completed at Central Office)</p> <p>Date of Interview _____ Interview Panel _____ _____</p> <p>Reference check complete by _____ Name _____ Date _____</p> <p>Credential/Job Requirement Check</p> <p>_____ Technician Signature _____ Date _____</p> <p>Contract Issued/Signed _____ Date _____ Fringe Benefits/Payroll Forms _____ Date _____ Board Approval _____ Date _____</p>	<p>Salary Information:</p> <p>Class _____ Step _____ Base Salary _____ Hour () _____ Day () _____ Month () _____ Year () _____</p> <p>Percentage, if less than 100 _____</p> <p>Current/Retired member of PERS? Yes () No () Current/Retired member of STRS? Yes () No ()</p>

Distribution: White – Human Resources Yellow – Payroll Green - Benefits
 Pink – Business Office Goldenrod – Requesting Administrator