

Associate Faculty Banner Entry Form

The purpose of this form is to quickly provide the information required for Human Resources to add an instructor to the Banner system. This form DOES NOT supersede the approval process already in place at each campus for New Hires.

SOC: Please send/scan/fax completed form to your HR Faculty Specialist and Administrative Specialist-Personnel.

| College: | | <u></u> | Semester/Year: | | |
|--|-------|--------------|-------------------------------|-------------------|--|
| Division: | | Department: | Org #: | | |
| | | | | | |
| New Hire | | | | | |
| This new candidate has been accepted into the pool. Through the recruitment/interview process it is certified that this person meets the minimum qualifications for the above discipline. NOTE: New PT Faculty must complete paperwork with HR before they can be set up in Banner and given an assignment. | | | | | |
| Department Chair Signature/Date | | | Division Chair Signature/Date | | |
| Notes: | | | | | |
| | | | | | |
| | | | | | |
| SOC: | | Extension: _ | | | |
| Employee Name: | | | | | |
| Last | | | rst | Middle Initial | |
| Home Phone: | Cell: | Email: | | | |
| | | | | | |
| Human Resources Only | | | | | |
| Date Received in HR: | | Received by: | | | |
| Date Entered into Banner: | | Entered by: | | | |
| Date SOC Notified to Proceed: | | Notified by: | | | |
| Instructor's Banner ID #: | | Approved by: | Associate Vice Chancellor o | f Human Resources | |