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|  | **Faculty/Staff Pre-Hire Form** |

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| Completion of this document signifies the intent for an employment relationship with UMBC. Information is collected to facilitate the creation of myUMBC user account information, as well as to establish accounts for access to course permissions, advising clearances, student transcripts in the Student Administration (SA) Registration and Advising modules. | | | | | | | |
| **Has the employee been employed or attended UMBC?  Yes  No** | | | | | | | |
| **If yes, provide the following:** | | | | | | | |
| Name (list former name if applicable) | | | Empl ID | | | Student ID | |
| |  | | --- | | **PERSONAL DATA (Complete All Fields)** | | | | | | | | |
| First Name | | | Middle Name/Initial | | | Last Name | |
| Date of Birth | | | Gender | | |  | |
| Home Address | | | | | | | |
| City | | State | Postal (Zip) | | County of Residence  Choose an item. **Other:** | | |
| Phone Number | | | | Preferred Email | | | |
| Affiliation  **Select 1 Option** | | Sponsor | | PS Dept Number | | | Department Name |

|  |  |  |  |  |  |  |
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| **THE APPROVAL SECTION MUST BE COMPLETED** | | | | | | |
| **SIGNATURE AUTHORITY** | | | | | | |
| Name (type or print) | | | E-mail Address | | | Date |
| Signature | | | | | Phone # | |
| **HR APPROVAL/VERFICATION (HR USE ONLY )** | | | | | | |
| Data Entry Staff Initials | Date | Employee ID /Rcd | | Comments | | |

Payroll will retrieve the requisition or offer letter for all PageUp recruited positions. Attach the supporting documentation (faculty contract, Graduate Assistantship Agreement, etc.) that supports UMBC employment.

UMBC – Human Resources

532 Administration Building, 1000 Hilltop Circle  
Baltimore, Maryland 21250