



Blount County Government Employee Hiring Form



DEPARTMENT HEAD/HIRING MANAGER COMPLETE TOP PORTION

- NEW HIRE
 REHIRE
 PART-TIME WORKING RETIREE
 NON-EXEMPT
 FULL-TIME
 PART-TIME
 SEASONAL/TEMP
 EXEMPT

EMPLOYEE NAME _____ SS # _____
 AS PRINTED ON SS CARD

POSITION TITLE _____ LOCATION _____ SUPERVISOR _____

HIRE DATE _____ HOURS PER WEEK _____ PAY GRADE _____ STEP _____

HOURLY RATE \$ _____ ANNUAL SALARY \$ _____

DRIVER'S LICENSE ISSUING STATE _____ DRIVER'S LICENSE # _____

ACCOUNT # _____

BCSO USE ONLY

ACCRUAL PROFILE _____ PAY RULE _____ JOB CODE/GROUP _____

HUMAN RESOURCES OFFICE USE ONLY

NEW HIRE

- Background Check Complete
- Cleared Drug Screening
- Acceptable Identification
- Timekeeper Setup
- If Part-Time EE, change to Part-Time
- Process I-9
- Payroll Setup
- Email Setup
- Benefits
- TCRS

REHIRE

- Background Check Complete
- Cleared Drug Screening
- Acceptable Identification
- Timekeeper Setup
- If Part-Time EE, change to Part-Time
- Process I-9
- Payroll Setup
- Email Setup
- Benefits
- TCRS

PART-TIME WORKING RETIREE

- Background Check Complete
- Cleared Drug Screening
- Acceptable Identification
- Timekeeper Setup
- If Part-Time EE, change to Part-Time
- Process I-9
- Payroll Setup
- Email Setup
- Benefits
- TCRS

Comments: _____

Kronos ID/Badge #

Pay Rate Annual to Hourly
 Licensing
 Update DH/HR
 EE Initials _____