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DWS-ESD 630
Rev. 04/2020



Staff/Admin Template

Fill in based on
your knowledge

State of Utah Department of Workforce Services EMPLOYMENT INFORMATION



Case name: _____ Case number: _____
Employed person: _____ SSN: **NO SOCIAL PLEASE**

For **new, changes, and returning employment**, the entire form must be completed and signed by the employer. **Please use a black pen to complete form.**

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Employer Information:

Company name: **Brigham Young University**
Corporate name (if different): _____
Payroll company (if different): _____
Company address: **2024 WSC, Provo UT 84602**
Name of supervisor or HR contact: _____ Phone number: **(801) 422-0817**

Employee Information:

1. Date employment began, changed, or returned to work after leave of absence: _____
2. Is the employment temporary? ☐ Yes ☒ No If yes, what is the expected end date? _____
3. Is the employment considered Educational Work Study? ☐ Yes ☒ No
4. Hourly wage: \$ _____ /hr. or Salary: \$ _____ ☐ /Monthly ☐ /Yearly
5. Will the number of hours worked each week vary? ☐ Yes ☒ No
If yes, minimum hours: _____ Maximum hours: _____
If no, list the number of hours worked each week: _____
6. Are there months where this employee works more or less than the hours reported in question 5?
(e.g., a teacher who does not work during the summer) ☐ Yes ☐ No If yes, which months and how many
hours will the employee work each week? _____
7. Is overtime offered on a regular basis? ☐ Yes ☒ No Weekly overtime hours: _____

- (Monthly for admin only)**
8. How often paid?: ☒ Every two weeks (e.g., every other Friday) List day of the week paid: **Fridays (N/A for admin only)**
☐ Twice per month (e.g., 5th and 20th) List dates: _____
☐ Weekly ☒ Monthly ☐ Other: _____
 9. Date first paycheck will be (or was) received: _____
What is the estimated gross amount (before taxes)? \$ _____ Hours paid on the first check? _____ **(Last day of the month for admin only)**
 10. When does the pay period end (e.g., every other Friday or 15th and 30th)? **Every other Friday**
 11. Does employment include tips, commission, health savings account or shift differential? ☐ Yes ☒ No
If yes, list amount and frequency: _____
 12. Does employment include bonuses (e.g., holiday, profit-sharing, performance, etc.)? ☐ Yes ☒ No
If yes, list amount and frequency: _____
 13. Does the employer offer health insurance? ☒ Yes ☐ No
Is the employee eligible to enroll? ☐ Yes ☐ No If no why: _____
 14. If terminated, list the termination date: **N/A** Date of final pay check: **N/A**

Employer Signature*

Date

*Additional verification will be required if employer does not sign form.

Customer Signature

Date

Return form to employee or the Department of Workforce Services:

Mail - Department of Workforce Services, Imaging Operations, P.O. Box 143245, Salt Lake City, UT 84114-3245

Fax - Salt Lake City Area: 801-526-9500 or Toll free: 1-877-313-4717

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.