



Human Resource Services

MSC 3HRS
 New Mexico State University
 P. O. Box 30001
 Las Cruces, NM 88003-8001
 575-646-8000, fax: 575-646-2806
 hrhelp@nmsu.edu

Routing

HRS Employment & Comp Svcs
teamHRS@nmsu.edu
 Phone 575-646-8000
 Fax 575-646-2806

Instructions:

1. This form should be used by the hiring department to create a new employee record – for candidates who either don't have an Aggie ID or have an Aggie ID, but have never held a job within the University system. Confirm in banner that an Aggie ID is needed prior to submission (PPAIDEN).
 - a. **This form is not used for regular faculty/staff hires, term appointments or student hires.**
2. Completed forms should be forwarded to:
 - a. HR Services at Hadley Hall Room 17, MSC 3HRS
 - b. Faxed to (575) 646-2806
 - c. Email to teamhrs@nmsu.edu with Encrypted password protected/encrypted or complete form with the DOB and SSN blank. **Do not email forms with the SSN or DOB entered without password or encryption.**
3. Please submit this form preferably two to four weeks prior to job start date to ensure Aggie ID is created for adequate time to submit job information via spreadsheet.

Department Requestor Information							
Name:		Email:		Phone:		Department:	
New Employee Personal/Demographic Information							
Aggie ID:			SSN:		Date of Birth:		
Last Name:			First Name:		M.I.:		
Name Prefix:	Citizenship:		Gender:		Retirement Eligibility:		
Home Address Information							
Street Line 1:			Street Line 2:				
City:		State:		Zip:		Phone Number:	
HRS Internal Use Only							
Date:		Initials:			File Copy		