

# NON-PAID WORKER HIRE WORKSHEET

- Use this form for non-paid workers (example: adjunct and emeritus faculty and vendor hires).
- Non-paid hires must have a Clemson business title that reflects their role. The Data Center will determine the type of hire based on the business title.
- Contingent and Phone Book Only titles are no longer used.
- Email the completed worksheet to **data\_center@clemson.edu**.

PERSONAL INFORMATION	
<b>Effective Date:</b>	
<b>EMPLID, if applicable:</b>	
<b>First Name:</b>	
<b>Middle Name:</b>	
<b>Last Name:</b>	
<b>Date of Birth:</b>	
<b>Country of Birth:</b>	
<b>Gender:</b>	
<b>Marital Status:</b>	
<b>Education Level:</b>	
<b>Home Address:</b>	
<b>Personal Phone Number:</b>	
<b>Email Address:</b>	
<i>Driver's License information is required if this person will be driving any type of State or University vehicle, including golf carts.</i>	
<b>Driver's License Number:</b>	
<b>Issuing State:</b>	
<b>Expiration Date:</b>	
JOB INFORMATION:	
<b>Department Number:</b>	
<b>Supervisor Name &amp; ID Number:</b>	
<i>Please provide a Clemson business title that reflects the role of this non-paid worker and vendor name, if applicable. Vendor name will be included in the business title. <b>Delay in entry may occur if the fields below are not completed.</b></i>	
<b>Vendor Name, if applicable:</b>	
<b>Clemson Business Title:</b>	
<b>Clemson Office Phone Number:</b>	
<b>Clemson Office Address:</b>	