

### New Faculty Information

Please submit this form to [hr@utk.edu](mailto:hr@utk.edu).

Name:	
Official Hire Date:	
Email Address:	
Personnel Number, if available:	
Cell/Home Phone Number	
Social Security Number (if not in IRIS):	
Date of Birth (if not in IRIS):	
Position Number:	
Job Title:	
Responsible Account Number:	
Department Name:	
Work Address:	
Work Telephone Number:	
Percent of Time:	
Rate of Pay:	
Department Contact:	
<b>The following documents must be completed by the new faculty member on or before their first day of work:</b>	
I-9	
W-4	
Personal Data Form	
Release of Final Paycheck	
<b>Documents should be sent, with “Encrypt” in the subject line, to <a href="mailto:hr@utk.edu">hr@utk.edu</a>.</b>	