Department of Personnel Management
New Employee Hire Form

Clear Form

DPM

Revised 06/24/2026

Employee Information

Please attach with the New Hire Form in Dayforce

AB or SSN:

Employee's Full Name *(Last Suffix, First Middle)*

Ethnicity - Select Status

Marital Status - Select Status

Start Date:

Type of Employment - Select Type

Not To Exceed:

Salary Assessment ☐ Yes ☐ No

Provisional Hire ☐ Yes ☐ No

Contact Information

Physical Address:

City: State: Zip Code:

Mailing Address:

City: State: Zip Code:

Telephone No:

E-mail Address:

Position / Pay Information

Position ID:

Position Title:

Dept No

Department Name

Grade/Step

Pay Rate:

Per Annum:

Business Unit Number

(If Cost Shared, use pg. 2)

Worksite Location:

Required Attachments

The required documents will need to be attached when submitting the New Hire Form in Dayforce.

- ☐ Justification Memo for Selection
- ☐ Referral of Qualified Applicants
- ☐ NN Employment Application
- ☐ Social Security Card
- ☐ Valid State Driver's License
- ☐ Certificate of Navajo Indian Blood (CNIB)
- ☐ Individual Assessment (If applicable)
- ☐ Favorable Adjudication Memo (Criteria 1)
- ☐ Federal W-4 and Applicable State Tax Forms

Employee's Acknowledgement

Employee's Signature

Date

Department Approval

Department Manager's Signature

Date

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Cost Distribution | **Clear Cost Distribution**

Business Unit Number(s):	Distrbution %	Business Unit Number(s):	Distrbution %
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%
Subtotal (%)	0.00 %	Grand Total (%)	0.00 %