

BUID REQUEST FOR NEW HIRE

Used for Compensated Faculty & Staff

Mail Code Coordinator or Department Head to complete the following information
(PLEASE PRINT):

LAST NAME: _____

FIRST NAME: _____

MIDDLE INIT: _____ SS# _____ -- _____ -- _____

DATE OF BIRTH: ____ -- ____ -- _____ SEX: ____

POSITION/TITLE: _____

LEV2 CD: _____ UNIT/DEPT: _____ -- _____
(MD, DR, OT)

REASON FOR ID: NEW HIRE UID request for Web New Hire processing

DATE OF HIRE: ____ -- ____ -- _____

MAILCODE: _____

MCC NAME: _____

MCC PH#: _____ MCC EMAIL: _____

MCC SIGNATURE: _____

The following back up documentation must accompany this request:

- Original Signed I-9 (with copies of ID's)
- Original W-4
- BUMC Patent Policy
- Conflict of Interest
- Employment Application
- CV or Resume
- (If DR level must also have) FPP or Salary letter

HR will forward the BUID# via email to the department along with the Federal Job Code.
The department may then enter the new hire onto the Web New Hire System.

Mail requests or drop off at: BU Office of Human Resources, Crosstown Center
801 Mass Ave, Suite 400 Boston MA 02118

Please call 617-638-4610 if you should have any questions.