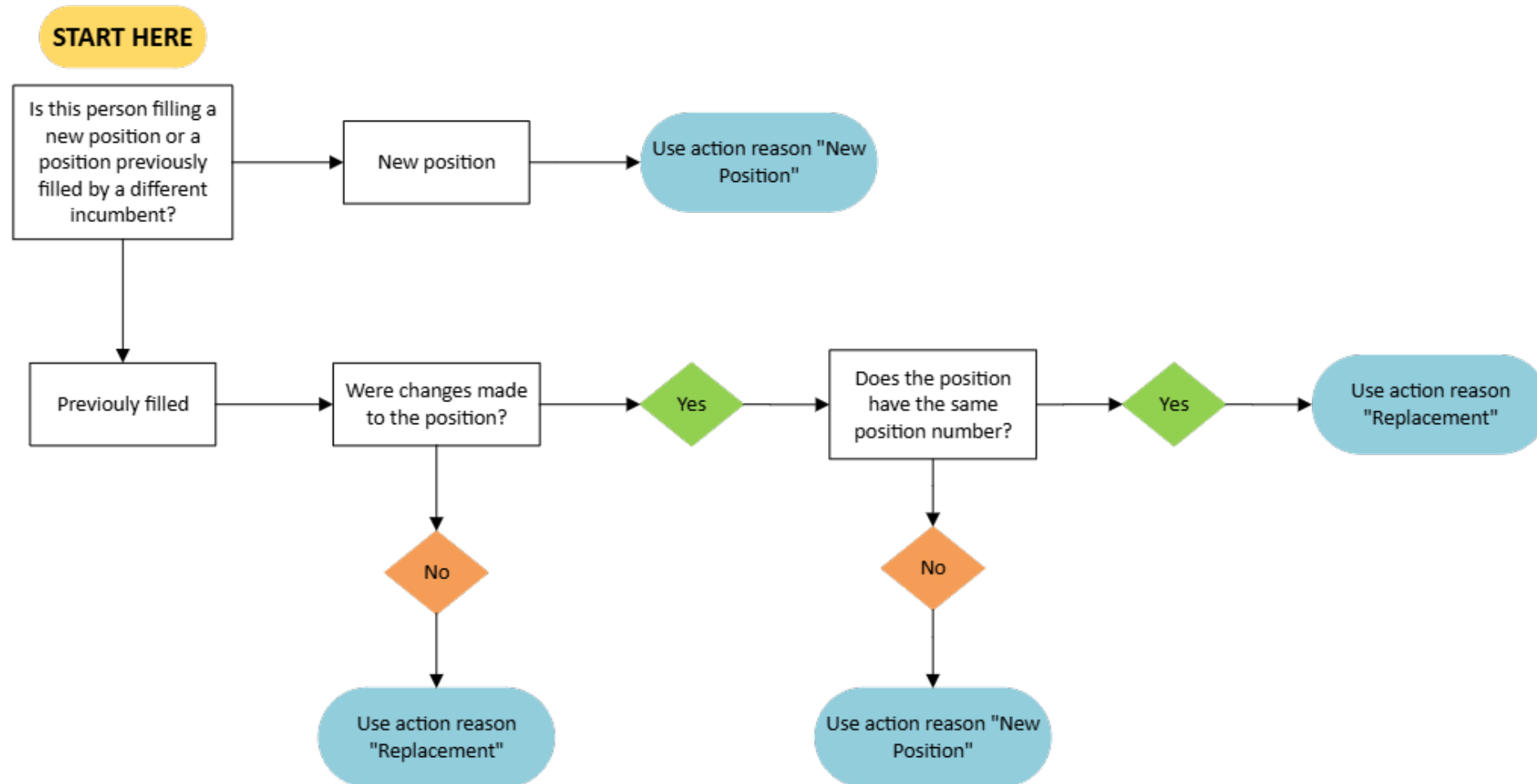**BU**
Boston University Human Resources

HIRE FORM
Staff and Faculty

IMPORTANT: The Hire form will automatically determine if a hire action is a new hire, rehire, or additional assignment based on whether someone was previously, or is currently, hired in SAP. The action reasons "New Position" and "Replacement" will be preceded by "New Hire", "Rehire", or "Additional Assignment" as determined by SAP.

If you are unsure whether this is the correct form to process, please review the Form Decision Guide prior to processing.