Jacobs School of Music

Intent to Hire

Please complete and return to jsompay@indiana.edu at least 2 weeks before expected start date.

Please note: Employees are prohibited from working until all payroll requirements are met.

Department _____ **Start Date** _____ **Account** _____

Supervisor _____ **Sub Account** _____

Name	Preferred Name	University ID	Email Address	Position	Hourly Rate	Current Student?