



Loma Linda Veterans Association for Research

PO Box 1280, Redlands, CA 92373-0421
909.583.6250; 909.801.5190 Fax
humanresources@llvare.org

New Employee Request

WOC (Without Compensation) is required of all LLVARE Employees). This process may take up to 3 weeks before employment can start.

Date: _____ Authorized By: _____

Title: _____

Employee Information

Name of Employee _____ Date of Hire _____

Position Term More than one year Expected end date _____

Position Information

Title _____

Project Title _____

Duties to be performed _____

Licenses and Privileging Approval Is Required Is Not Required

(Required when employee is engaged in patient care.)

Pay Information

LLAVRE Project _____ Employee Will Be Working In Room # _____

Pay Rate _____ Hourly Salary(Per Pay Period)

Exempt Non-Exempt

Approx. Hours Per week _____ OR Percent Effort _____

Other Employment

VA LLU

Employee certifies by signature at the bottom of this form, all hours charged to LLVARE do not conflict with other hours worked.

Benefit Eligible (Must be 30 hours a week or more)

Yes No

LLVARE office use only:

WOC Approved: _____ Date Approved: _____

Approved: _____

Effective Date: _____

Update in Systems: _____