**NEO SIGN UP FORM**

**Deadline 5:00 P.M. Monday**

|  |  |  |  |
| --- | --- | --- | --- |
| **Have You Processed PAF?** |  | **If yes, what date?** | Click here to enter a date. |
| **If no, when will the PAF be created?** | Click here to enter a date. |
| **Legal Name****(From SS Card)** |       |
| **Preferred Name** |       |
| **Department** |       |
| **Position** |       |
| **Start Date** | Click here to enter a date. |
| **Orientation Date** | Click here to enter a date. |
| *See calendar below.* ***Bold yellow dates*** *are Travis County Holidays.* |
| **Temporary to Regular?**  |  | **Rehire?** |  |
| **HR Liaison Name** |       | **Phone No:** |       |

**Please attach a separate form for each new employee and email to:**

**NEORegistration@TravisCountyTX.Gov****.**

