

**Kansas Judicial Branch  
New Employee Data Sheet**

First Name, MI, Last Name:					
Address					
Street 1:					
Street 2:					
City:					
State:		County:		Zip Code:	
Phone:		SSN:			
Sex:		Highest Level Educ.:		Marital Status:	
Birthdate:		Ethnic Group:			
Time Reporter Group:		Work E-mail:			
<b>Employment Data</b>					
Hire Date:		Rehire Date:		FLSA:	
Probation End Date:		Time Approver Position #:		Time Approver Name:	
<b>Job Data</b>					
Action Code:		Reason Code:		Position Number:	
Reg/Temp:		Department ID:		Grade/Step:	
Job Code:		Work Schedule:		Rate of Pay:	
<b>Authorizations</b>					
Name of Appointing Authority		Appointing Authority Signature			Date

(See K.S.A. 53-501, et seq.)

**KANSAS JUDICIAL BRANCH  
STATE OF KANSAS EMPLOYEE'S OATH**

K.S.A. 75-4308, et seq., requires that the following oath from K.S.A. 54-106 be signed by new employees before entering into the duties of employment and before funds for services may be disbursed:

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Kansas, and faithfully discharge the duties of my office of employment. So help me God.

\_\_\_\_\_  
Employee's Signature

Signed and sworn to (or affirmed) before me on \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary Public OR  
Signature and Title of Affirming Person

My appointment expires: \_\_\_\_\_  
(To be filled in only if notary public verifies oath.)