

**Pittsburg State University  
PSU ID Worksheet**

This form is only used by the Equal Opportunity Office (EEO) and/or Human Resource Services (HRS) for the purpose of establishing a PSU ID for a new employee and/or determining if a PSU ID already exists. This form can be sent directly to EEO or HRS for processing.

**PSU ID#:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

**Maiden or Previous Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Social Security #:** \_\_\_\_\_  
Month    Date    Year

**Are you currently employed in a benefits-eligible position at another Kansas Board of Regents Institution?**      No \_\_\_\_\_  
Yes\* \_\_\_\_\_ Where \_\_\_\_\_  
\*If yes, you will be paid by your home institution  
\*DEPARTMENT: Contact Administration and Campus Life

**Current Address:** \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

**Previous Address:** \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

**Previous Address:** \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

<b>Employee Signature:</b> _____ (optional)	<b>Date:</b> _____
<b>OR</b>	
<b>Department Requesting ID</b> _____	<b>Date:</b> _____

**New Unclassified Employees return form to EEO**  
Phone: 620-235-4185  
Fax: 620-235-4190  
Email: [eoaa@pittstate.edu](mailto:eoaa@pittstate.edu)

**Classified Employees return form to HRS**  
Phone: 620-235-4121  
Fax: 620-235-6002  
Email: [hrr@pittstate.edu](mailto:hrr@pittstate.edu)