

Pittsburg State University
Employee Information Form

 New Employee (complete entire form)

 Change (complete ID#, name, changes, and sign)

Note: Name changes require a copy of your new Social Security Card

PSU ID#: _____ **SS#:** _____ - _____ - _____

Name as on

Social Security Card:

_____ Last _____ First _____ MI

Maiden Name: _____

Preferred First Name: _____

(used for campus mailing labels)

Date of Birth: _____ / _____ / _____
Month Date Year

Sex: _____ M _____ F

Marital Status: _____ C - Common-Law
_____ D - Divorced
_____ M - Married
_____ S - Single
_____ W - Widowed

PSU Email Address: _____ @gus.pittstate.edu

Payroll Address – Same as Permanent Address in GUS for all employees/students. International employees/students must provide a local address below. (This address is used to mail W-2 information to all employees. For non-student employees, this address is used to mail appointment letters, health insurance cards, etc.)

_____ Street _____ Telephone _____
_____ City _____ State _____ Zip _____ County _____

The permanent address can be changed in GUS by all employees and students. HRS can only change the permanent address for employees. Students should contact the Registrar's Office to change the permanent address.

Have you previously worked for the State of Kansas (including KU, KSU, WSU, ESU & FHSU)?

___ No ___ Yes *If Yes: Agency:* _____ *Employment Dates:* _____

Employee Signature: _____ **Date:** _____

-- Over --

Citizenship Status: 1 - U.S. Citizen
 2 - Alien Permanent
 3 - Alien Temporary (check visa type): F-1 J-1
Other (specify type): _____

Entry Date: _____
(Date first entered the U.S.)

Ethnic Group:

- 1 - **White, non-Hispanic:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin.)
- 2 - **Black, non-Hispanic:** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin.)
- 3 - **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- 4 - **Asian/Pacific Islanders:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes peoples from China, Japan, Korea, the Philippines, American Samoa, India and Vietnam.
- 5 - **American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- 7 - **Non-resident Alien:** A person who is not a citizen or national of the United States and who is in this country on visa or temporary basis and does not have the right to remain indefinitely.

Ethnicity & Race:

Do you consider yourself to be Hispanic or Latino? Yes No

In addition, select one or more of the following racial categories to describe yourself:

- 06 **Non-Resident Alien**
- 11 **American Indian or Alaska Native**
- 12 **Asian**
- 13 **Black or African American**
- 14 **Native Hawaiian or Pacific Islander**
- 15 **White**

Military Status: 2 - No Military Service
 4 - Other Veteran
 7 - Disabled Veteran
 8 - Vietnam Veteran
 9 - Disabled Vietnam Veteran

HRS Use Only

State Hire Date: _____ PSU Pin Date: _____
Length of Service Date: _____ Ret Sys Elig Dt: _____
PSU Begin Date: _____ VTSA Elig Dt: _____

Completed By _____ Date _____ Demo Entered _____ Date _____