

**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: _____ / _____ / _____ **Sex:** _____ M _____ F
Month Date Year

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

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: _____
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