

**Pittsburg State University
PSU ID Worksheet**

This form is only used by Human Resource Services (HRS) and Institutional Equity (IE) for the purpose of establishing a PSU ID for a new employee and/or determining if a PSU ID already exists.

Department Hired To: _____

Social Security #: _____ - _____ - _____ **Date of Birth:** _____ / _____ / _____ **PSU ID#:** _____
Month Day Year

Name: _____
Last First Middle

Maiden Name: _____ **Previous Name(s):** _____

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 & Finance**

Current Address: _____
Street

City State Zip

Contact Information: _____
Phone Email

Previous Address: _____
Street

City State Zip

Primary User Type (Check One): _____ Employee _____ Auxiliary Employee
_____ Student Employee _____ Search Committee Member
_____ Former Employee

Employee Signature: _____
(optional)

Date: _____

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