



Please Select One: <input type="checkbox"/> New Employee <input type="checkbox"/> Rehire <input type="checkbox"/> Update Employee Data <input type="checkbox"/> Effective Date:			
Job Position:			
Personal Information			
Name (Last, First, MI):			
Preferred Name:			
Street Address:			
City:		State:	Zip:
Home Phone:		Mobile Phone:	
Email Address:			
Social Security Number:		DOB:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Dependent Information			
Name	Relationship		Date of Birth
Demographic Information			
Ethnicity: <i>Please check the box that best describes your ethnicity</i>			
<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic <input type="checkbox"/> White			
<input type="checkbox"/> Other: _____			
Military/Veteran Status: <i>Please select all that apply</i>			
Are you a disabled Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have current or prior military service? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Vietnam Veteran Only <input type="checkbox"/> Vietnam <u>and</u> Other Eligible Veteran		<input type="checkbox"/> Other Protected Veteran	
Citizenship: <i>Please select all that apply</i>			
Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No please select one:</i> <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-Resident Alien			
Emergency Contact Information			
Primary Contact Name:		Phone Number :	Relationship:
Secondary Contact Name:		Phone Number :	Relationship:

Please return completed form to Human Resources. HR/Payroll use only below this line.

1.Record created/updated in QSS: By: _____ Payroll #: _____ (forward offer letter, W-4, de4, Direct Deposit, Retirement Information to Payroll)

2.Record created/updated in TC+: By: _____ 3. Record created/updated in Banner: By: _____ A# _____