

**Pittsburg State University
Employee Information Form**

_____ *New Employee (complete entire form)* Effective
_____ *Change (complete effective date, ID#, name, changes, and sign)* Date: _____
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
_____ E - Separated
_____ M - Married
_____ S - Single
_____ W - Widowed

Permanent Address: _____
Note: Student and GA Permanent Addresses can only be changed by the Registrar's Office.
Street Telephone
_____ City _____ State _____ Zip _____ County _____

Pay Address: *Paychecks and pay stubs for all employees will be mailed to the permanent address. Complete the Pay Address information ONLY if you want your paycheck or paystub sent to an address other than your permanent address.*

Pay Address: _____
(see information box, above, before completing)
Street
_____ City _____ State _____ Zip _____

Employee Signature: _____ **Date:** _____

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

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

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 Somoa, 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.

Highest Education Level:

- | | |
|--|---|
| <input type="checkbox"/> B - Less than HS graduate | <input type="checkbox"/> I - Four Years College |
| <input type="checkbox"/> C - HS graduate or equivalent | <input type="checkbox"/> J - Bachelor's Degree |
| <input type="checkbox"/> D - Technical School | <input type="checkbox"/> K - Some Graduate School |
| <input type="checkbox"/> E - One Year College | <input type="checkbox"/> L - Master's Degree |
| <input type="checkbox"/> F - Two Years College | <input type="checkbox"/> M - Doctorate |
| <input type="checkbox"/> G - Two-Year College Degree | <input type="checkbox"/> N - Post Doctorate |
| <input type="checkbox"/> H - Three Years College | |

Citizenship Status:

- 1 - Native U.S. Citizen
- 2 - Naturalized U.S. Citizen
- 3 - Alien Permanent
- 4 - Alien Temporary (check visa type): F-1 J-1
Other (*specify type*): _____

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

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