

## HR-Serv.net FORM RESOURCES

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 For any questions about or assistance with HR-Serv.net forms, contact the HR-Serv.net Team at the above address.

### BANNER HR PERSON DATA ENTRY FORM

This form is used to collect information necessary to create a person record in the Banner HR system. A person record must be created before the individual can be the subject of a Personnel Action Request (PAR) or a Banner HR Electronic Personnel Action Form (EPAF). *Completed forms should be submitted in a sealed envelope to HR-Serv.net at the above address. The Social Security number which is requested on this form must not be inadvertently disclosed to persons without a need to know the information.* Some colleges or departments may have an individual designated to serve as HR Person Data Representative who is responsible for person data entry into the Banner HR system. In such cases, the completed form may be provided in a sealed envelope to that person instead of sending it to HR-Serv.net. Care must be taken to prevent duplicate entry of a person into the Banner HR system. Duplicate person records create substantial problems for efficient operation of the system. Before entering a person as a new record, please carefully follow the protocol for checking for the prior existence of the person in the Banner HR system. Search carefully by SSN and several variations of the name. If the person doing the search is quite sure the person is not presently represented in the system, he/she should proceed to create the record. For all new employees a copy of the Social Security card must be obtained and forwarded to HR-Serv.net with a copy of this form, or the new employee may separately bring their Social Security card to HR-Serv.net for verification of the name and Social Security number. Please enter data on-screen and then print the form or type on blank forms. Please no handwriting.

Social Security Number		MU ID Number	
Last Name		First Name	
Middle Name/Middle Initial		Prefix (As Applicable)	
Name Suffix (As Applicable)		Preferred First Name (Optional)	

Biographical information required to establish employee status in the Banner HR system:

Date of Birth (style 21-FEB-1970)		Ethnicity: <input type="checkbox"/> 1 – White <input type="checkbox"/> 2 – Black <input type="checkbox"/> 3 – Hispanic <input type="checkbox"/> 4 – Asian/Pacific Islander <input type="checkbox"/> 5 – American Indian/Alaskan Native
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Citizenship: <input type="checkbox"/> Y – U.S. Citizen <input type="checkbox"/> N – Not U.S. Citizen	

Banner HR supports multiple address types. The Person Data Representative is responsible for the entry of a **WP** (MU Employee Payroll) address and a **WK** (MU Employee Work) address. The **WP** address type is the correct home address for purposes of paycheck and withholding certificate (Form W-2) distribution.

Address Type	<b>WP</b>	From Date (known effective date or date that employment starts)	
Address Line 1			
Address Line 2 (as needed)			
Address Line 3 (as needed)			
City		State	ZIP
<small>The County Code for the employee's county of residence and the Nation Code (157 for U.S.) should default into the respective fields for County and Nation when a ZIP Code is entered. If this does not occur automatically, enter these two items of information.</small>		County of Residence	
Home Area Code		Home Telephone Number	
Address Type	<b>WK</b>	From Date (known effective date or date that employment starts)	
Address Line 1 (bldg, room no)			
Address Line 2 (major campus): <input type="checkbox"/> Marshall University <input type="checkbox"/> MU Graduate College <input type="checkbox"/> Marshall Community & Technical College <input type="checkbox"/> MU Medical Education Building <input type="checkbox"/> MU Medical Center <input type="checkbox"/> Other (specify _____)			
Address Line 3 (as needed)			
City		State	ZIP
<small>The County Code for the campus location and the Nation Code (157 for U.S.) should default into the respective fields for County and Nation when a ZIP Code is entered. If this does not occur automatically, enter these two items of information.</small>		County of Campus Location	
Work Area Code		Work Telephone Number	
Work E-Mail (if known)			
Requested by (printed name)		Date requested	
Data Entered by (printed name)		Date requested	

DISTRIBUTION: Orig to HR-Serv.net (see instructions at top), Copy to submitting department  
 HR-SERV-FORM-14