

HUMAN RESOURCE SERVICES
 Marshall University
 207 Old Main, 400 Hal Greer Blvd., Huntington, WV 25755
 Phone 304.696.6455, FAX 304.696.6844, E-mail human-resources@marshall.edu

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 Banner HR Electronic Personnel Action Form (EPAF). Each major university unit should designate an individual to serve as **HR Person Data Representative** who is responsible for person data entry into the Banner HR system. This form should be forwarded to the HR Person Data Representative for the requestor's unit who is asked to enter the data. **NOTE: Extreme 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 HR Person Data Representative is quite sure the person is not presently represented in the system, they should proceed to create the record. **NOTE:** For all new employees a copy of the Social Security card must be obtained and forwarded to Human Resource Services with a copy of this form.

MU ID Number		
Last Name:		First Name:
Middle Name:		Prefix (Optional):
Name Suffix:	Preferred First Name (Optional):	

Biographic information required to establish employee status:

Date of Birth (<i>form 21-FEB-1980</i>):	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 – Citizen <input type="checkbox"/> N – Non-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: WP		From Date (known effective date or date of starting employment):	
Address Line 1:			
Address Line 2 (optional, as needed):			
Address Line 3 (optional, as needed):			
City:		State:	ZIP:
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.		County of Residence:	
Home Area Code:		Home Telephone Number:	
Address Type: WK		From Date (known effective date or date of starting employment):	
Address Line 1 (building, room number):			
Address Line 2 (major campus): <input type="checkbox"/> Marshall University <input type="checkbox"/> MU Graduate College <input type="checkbox"/> MU Medical Education Bldg. <input type="checkbox"/> MU Medical Center <input type="checkbox"/> Other			
Address Line 3 (related street address, example: One John Marshall Drive:)			
City:		State:	ZIP:
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.		County of Campus Location:	
Work Area Code:		Work Telephone Number:	

Requested by (printed name):	Date requested:
Data entered by (printed name):	Date entered:

DISTRIBUTION: 1- Departmental files, 1 – Human Resource Services with copy of Social Security card. C:\forms\persondataform1