

**University Computing Services
MARSHALL UNIVERSITY
NEW EMPLOYEE PERSON DATA ENTRY FORM**

This form is used to collect information necessary to create a **Person Record** in the HRIS. A **Person Record** must be created prior to the submission of a Personnel Action Request (PAR) or Electronic Personnel Action Form (EPAF). The Social Security number is confidential and shall only be disclosed for a bona fide business reason.

Have you ever been previously affiliated with Marshall University? If yes, please fill out MU Exchange Account Request Form at http://www.marshall.edu/exchangerequest/		If yes, what type of affiliation. (Employee, Student, Applied as a Student, MURC, Vendor, or any other reason you received an MUID.)	
U.S. Social Security Number		MU ID Number	
Last Name		First Name	
Middle Name/Middle Initial		Prefix (As Applicable)	
Name Suffix (As Applicable)		Preferred First Name	
Full Legal Name (as on Social Security Card)			

Biographical information required to establish employee status:

Date of Birth (style 21-FEB-1970)	Ethnicity: <input type="checkbox"/> 1 – Hispanic or Latino <input type="checkbox"/> 2 – Not Hispanic or Latino <input type="checkbox"/> 3 – None		
Race (Two or more races may be selected): <input type="checkbox"/> A – American Indian or Alaskan Native <input type="checkbox"/> B – Asian <input type="checkbox"/> C – Black or African American <input type="checkbox"/> D – Native Hawaiian or Other Pacific Islander <input type="checkbox"/> E – White			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Citizenship: <input type="checkbox"/> Yes – U.S. Citizen <input type="checkbox"/> No – Not U.S. Citizen		
Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please Check One: <input type="checkbox"/> Protected Veteran Only <input type="checkbox"/> Vietnam Veteran Only <input type="checkbox"/> Both Vietnam /Other Eligible Veteran <input type="checkbox"/> Special Disabled Veteran			

Address Type	HOME (PR)	From Date (known effective date that employment starts)	
Address Line 1			
Address Line 2 (as needed)			
Address Line 3 (as needed)			
City		State	ZIP
County of Residence		Home Area Code	Home Telephone Number
Work Email (if known)			
Requested by (print name)			
Requested by (signature)			

HR-SERV-FORM-14

Human Resource Services FORM RESOURCES

Human Resource Services, Marshall University, 207 Old Main, One John Marshall Drive, Huntington, WV 25755.
Phone 304.696.6455, FAX 304.696.6844, E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources/>
If assistance is needed in completing this form, please contact Human Resource Services at the above address.