



## Employee Personal Information Form

<b>Hiring Department:</b>		<b>Start Date:</b>		<b>Today's Date:</b>	
<b>Employee ID: <i>(HR will enter ID# for new employees)</i></b>				<b>Social Security Number:</b>	
<b>Name must be entered on this form EXACTLY as printed on Social Security Card</b>					
<b>First Name:</b>		<b>Middle Name/Initial:</b>		<b>Last Name</b>	
<b>Prefix (Optional):</b>		<b>Suffix (Optional):</b>		<b>Gender:</b>	
				Male      Female	
<b>Phone #:</b>		<b>Alternate Phone #:</b>		<b>Emergency Contact*:</b>	
<b>Have you ever been employed at MUW/MSMS?</b>		<b>Are you currently enrolled at MUW?</b>		<b>Have you ever been enrolled at MUW?</b>	
Yes      No		Yes      No		Yes      No	
<b>Personal Email:</b>					
<b>Mississippi Public Employees' Retirement System (PERS)</b>					
<i>If you are a PERS Retiree, please advise us immediately. PERS requires a mandatory Form 4B within 5 days of hire.</i>					
<b>Are you presently a contributing member of PERS?</b>					
Yes      No		<b>If yes, date of entry:</b>			
<b>Are you, or have you ever been, a contributing member of the MS Optional Retirement Plan (ORP)?</b>					
Yes      No		<b>If yes, date of entry:</b>			
<b>National Center for Education Statistics Data</b>					
<i>The following information will only be used for state and federal reporting as required by the National Center for Education Statistics. Please complete BOTH Part A and Part B.</i>					
<b>Part A. Are you Hispanic/Latino? (select one)</b>				Yes      No	
<b>Part B. What is your race? (select all that apply) See page 2 for definitions.</b>					
American Indian or Alaska Native		Asian		Black or African American	
Native Hawaiian or Other Pacific Islander			White		
<b>For non-US Citizens and nationals ONLY for TAX purposes:</b>					
<b>Are you on any of the following VISAs?</b>		F-1      J-1      M-1      Other(list here):			

**\*Your Emergency Contact Information is to be entered and kept updated by you in Banner Self-Service.**

**CONFIDENTIAL - To be filed in employee's personnel file.**

## Employee Personal Information Form

### Definitions from Page 1, Part A and B.

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North American, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black/African American:** A person having origins in any of the Black racial groups of Africa.

**Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.