

**IMPORTANT! After the HR e-Doc processing for this hire is complete, please shred this form.**

**Type of Appointment:**  Academic (Includes Resident Interns)  Student Academic  Staff  Hourly

Direct deposit is mandatory for all IU employees. To enroll in direct deposit, visit [fms.iu.edu/payroll/general-staff/#DirectDeposit](https://fms.iu.edu/payroll/general-staff/#DirectDeposit). If you do not enroll prior to the first paycheck, all payments will be deposited onto a pay card until enrollment is received. This pay card can be obtained from the campus Payroll office.

**Indiana University Affiliation** (choose one):  Current Employee  Former Employee  No previous employment with IU

**University ID or Social Security Number:** 10-Digit University ID# \_\_\_\_\_ SSN: \_\_\_\_\_

**Legal Name:** \_\_\_\_\_  
LAST FIRST MIDDLE SUFFIX

**Note:** Legal name must match that as recorded by the Social Security Administration (SSA). If your name is not correct with SSA, you must update your records with that office.

**Preferred Name:** \_\_\_\_\_  
LAST FIRST MIDDLE SUFFIX

**Passport Name:** \_\_\_\_\_  
(Non-US Citizens Only) LAST FIRST MIDDLE SUFFIX

**Birth Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DATE YEAR

**Sex:**  Male  Female **Marital Status:**  Single  Married

**US Status – MUST CHOOSE ONE:**  U.S. Citizen  Lawful Permanent Resident  Other

**If not U.S. Citizen – Primary Country of Citizenship:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
STREET APT # PHONE  
\_\_\_\_\_  
CITY STATE ZIP CODE COUNTRY

The home address (your legal residence) is necessary for the university to mail tax information (including W2s) and benefit enrollment information (for eligible employees). It is also required for tax reporting to the IRS.

**Non-IU Email Address:** \_\_\_\_\_

**Are you Hispanic or Latino?**  Yes  No

**What is your race?** (Select one or more):

- American Indian or Alaska 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.
- 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.
- Native Hawaiian or Other Pacific Islander:** A person having 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.

## Military Status

- No Military Service**
- Disabled Veteran:** *(i) A veteran of the U.S. military, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.*
- Recently Separated Veteran:** *Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.*
- Other Protected Veteran:** *A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.*
- Armed Forces Service Medal Veteran:** *Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Confidentiality - Under federal law Indiana University is required to collect and report data regarding the sex, racial and ethnic composition and veteran status of its workforce. This information is used for reporting and administrative purposes.*

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Additionally, please note that:

- **Academic employees** must complete the PS and PSA personal profile forms and submit to the campus Academic Affairs office.
- **Staff employees** must complete the PSA personal profile form and submit to the campus Human Resources office.