



# Human Resources Individual Data Sheet Instructions

## Deadlines for completed original to HR:

**Paid Monthly:** Professional/Faculty/Graduate Assistant Deadline: AS SOON AS POSSIBLE but no later than the effective date of the change or the **10th** of the month in which the action is to take place, whichever occurs first.

**Paid Biweekly:** Classified/Student Employee Deadline: AS SOON AS POSSIBLE but no later than the effective start date or the deadline for the payroll cycle in which the action is to take place, whichever occurs first.

**Purpose:** To record or change personal information about an employee.

## Practice Implications:

Without a completed Individual Data Sheet or file in Payroll, an employee will NOT receive his/her pay. The hiring department should not allow an employee to begin work if he/she has not completed the Individual Data Sheet.

## Form Sections for Completion:

### **Effective Date**

Choose one of the following:

**Professional      Classified      Faculty      Graduate Assistant      Student**

## Personal Data:

**Last Name                      Suffix - Sr., Jr., II, III, etc.                      First Name                      Middle Initial**

**Employee ID #:** Assigned by PeopleSoft.

Any employee can retrieve their own by following this path:

[Employee Self-Service > View Checks and History > View Paychecks >](#)

The Employee ID# is listed directly under the Employee's Name

**Marital Status:** marital status should be consistent with the employee's entitlement for benefits, whether or not the spouse is included on the employee's health insurance plan.

**Married Date:** Required for benefits information.

**Gender                                      Birth Date**

**Campus Address:** Address where campus mailings should be sent.

**Campus Telephone:**

## Mailing Information:

**Home Address                      Mailing Address (Optional):** If different than home address.

## Emergency Contact:

**Last Name                                      First Name                                      Middle Initial**

**Phone Number                                      Phone Type - Home, Business**

**Relationship:** Relationship to employee (spouse, parent, friend, etc.)

**Address**

## Education:

**Degree:** A copy of the transcript for regular appointments to faculty and professional positions.

**Institution                                      Institution Location                                      Year:** Year degree was awarded.

## Professional License:

**License Type:** A copy of any licenses required for the position should accompany the appointment materials.

**License Number                                      Date of Issue                                      Date of Expiration                                      State/County**

**Employee Signature:** The employee's signature attests to the accuracy and completeness of the information provided. Changes in education information or professional licenses should be provided to the employee's supervisor and forwarded to Payroll.