

**TO BE COMPLETED BY ALL NEW EMPLOYEES.**

Direct deposit is mandatory for all IU employees. Visit [controller.iu.edu/services/employees/direct-deposit-paycards](http://controller.iu.edu/services/employees/direct-deposit-paycards) for instructions to enroll in direct deposit. If you do not enroll prior to your first paycheck, payments will be deposited onto a pay card until enrollment is received. This pay card can be obtained from the campus Payroll office.

<b>Type of Appointment:</b> <input type="checkbox"/> Academic (Includes Resident Interns) <input type="checkbox"/> Student Academic <input type="checkbox"/> Staff <input type="checkbox"/> Hourly			
<b>University Affiliation</b> (choose one): <input type="checkbox"/> Former Employee <input type="checkbox"/> Current/Former Student <input type="checkbox"/> No previous affiliation			
<b>University ID or Social Security Number:</b> UID		SSN	
<b>Legal Name:</b> LAST	FIRST	MIDDLE	SUFFIX
<b>Note:</b> 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.			
<b>Preferred Name:</b> LAST	FIRST	MIDDLE	SUFFIX
<b>Passport Name:</b> LAST (Non-US Citizens Only)	FIRST	MIDDLE	SUFFIX
<b>Birthdate:</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married	
<b>U.S. Status (MUST CHOOSE ONE):</b> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Lawful Permanent Resident <input type="checkbox"/> Other			
If not a U.S. Citizen - Primary Country of Citizenship:			
<b>Home Address:</b>	STREET		APT #
	CITY	STATE	ZIP
COUNTRY			
Your 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.			
<b>Phone:</b>		<b>Non-IU Email:</b>	
<b>Are you Hispanic or Latino?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>What is your race?</b> (select one or more):			
<input type="checkbox"/> <b>American Indian or Alaska Native:</b> A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.			
<input type="checkbox"/> <b>Asian:</b> 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.			
<input type="checkbox"/> <b>Black/African American:</b> A person having origins in any of the Black racial groups of Africa.			
<input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.			
<input type="checkbox"/> <b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.			
<b>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.</b>			
<b>Signature:</b>			<b>Date:</b>

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

Additionally, Academic employees must complete the PS personal profile form and submit to the campus Academic Affairs office.