PERSONAL DATA FORM

To ADD new employee, complete ALL fields except those for HRM Use. To CHANGE data, complete Date, UTD ID, Name, Signature & fields to be changed. 

Please use PAF for directory updates

PLEASE PRINT

UTD ID: ___________________________ Date: ___________________________

Employee Name: _________________________ _____________________________

First Middle Last

Prefix Ext: Prefix Ext:

Administrative Unit:

<table>
<thead>
<tr>
<th>Actual Marital Status</th>
<th>Gender</th>
<th>Birth date</th>
<th>Hispanic?</th>
</tr>
</thead>
<tbody>
<tr>
<td>S - Single</td>
<td>M - Male</td>
<td></td>
<td>Y - Yes</td>
</tr>
<tr>
<td>D - Divorced</td>
<td>F - Female</td>
<td></td>
<td>N - No</td>
</tr>
<tr>
<td>M - Married</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P - Separated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W - Widowed</td>
<td></td>
<td>No./Day/Year</td>
<td></td>
</tr>
</tbody>
</table>

Do you have a Disability? [ ] Yes [ ] No If yes, please indicate PRIMARY impairment: ____________

01 - Mobility
02 - Visual
03 - Hearing

Accommodation request instructions are posted on the HRM web

Veteran [ ] Yes [ ] No Discharge Date: ____________

1 - Other Eligible Veteran
2 - Disabled + Other Eligible
3 - Disabled
4 - Armed Forces Service Medal Veteran

If yes, please indicate:

- AR Active Reserve
- IC Inactive Reserve-Subject to Call-up
- IR Inactive Reserve

Education Level Please indicate:

- 11 - Did not graduate high school
- 12 - High school graduate
- 13 - Some college
- 14 - Associate Degree
- 15 - Some college
- 16 - Bachelors Degree
- 17 - Masters Degree
- 18 - Doctors Degree
- 19 - Doctoral Degree

The Texas Public Information Act provides that your name, title and dates of employment are public information. Your home address and home telephone number are also public information, unless you check the box below. Police Officers must check “N” – do not release.

[ ] N - Do not release my home address and home telephone number

UTD will not release your SSN or information revealing whether you have a family in response to a request under the Act.

Local Mailing Address

City State Zip

Further Information: Area Code / Home Phone #

Emergency Contact Name (Screen 020)

Emergency Address/City/State Relationship Area Code/ Phone #

Are you related by kinship or marriage to any current employee or member of the Board of Regents of The University of Texas System? [ ] Yes [ ] No

If yes, Name: ___________________________ Relationship: ___________________________ Position: ___________________________

Are you a State of Texas, Texas Junior College/Community College or Independent School District retiree? [ ] Yes [ ] No

If yes, did you retire under [ ] TRS or [ ] ORP or [ ] Other? Date of retirement ___________________________

Are you currently employed or previously employed by an Independent School District? [ ] Yes [ ] No

If you answered yes to the preceding question, complete the following information:

ISD Name: ___________________________

From (Date) ___________________________ To (Date) ___________________________

Citizenship Information if Other Than U.S. Citizen or Permanent Resident:

Current Visa Type: ___________________________

Visa Expiration Date: ___________________________

Passport #: ___________________________

Country of Tax Residence: ___________________________

I certify that all information I have provided is true and accurate to the best of my knowledge.

EMPLOYEE SIGNATURE ___________________________ DATE ___________________________

With few exceptions, you are entitled on your request to be informed about the information UTD collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTD correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Procedures Memorandum 32. The information that UTD collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

The “Public Information Officer” of UTD is the Vice President for Business Affairs. He is the designated agent for coordinating responses to requests for public information appropriately submitted to UTD. He can be reached at (972) 883-2213 or by fax at (972) 883-2212.

HUMAN RESOURCES USE ONLY:

Documents: [ ] I-9 [ ] PAF [ ] PDF [ ] Selective Service [ ] Social Security Card [ ] Prior State Service [ ] Prior UTD Service [ ] 040 screen ORP eligible date

Conditions & Regs: [ ] Yes [ ] No [ ] Sent to Employee [ ] Classified Reg Job C or W: [ ] Job Offer [ ] Application and/or Resume [ ] Criminal Background Check Form [ ] Packet Complete

HRS (Revised 02/26/2010) ORIGINAL TO HRM, COPY TO ADMIN UNIT