



PERSONAL DATA FORM

To ADD new employee, complete ALL fields except those indicating Human Resources Use. To CHANGE data, complete Date, UTD ID, Name, Signature & fields to be changed.
Use Directory Manager to update directory information.

Date:		UTD ID # (Screen 011):						
Employee's First Name		Middle		Last		Prefix	Suffix	
Administrative Unit Name				Ext	MS	Actual Marital Status		Gender
Ethnicity		DOB		Do You Have A Disability? Please select primary impairment.				
Race		Accommodation request instructions are posted on the HRM web						
Veteran Status: Discharge Date: Mil Reserve Status:				Education Level:				
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, <u>unless you check the box below</u> . Police Officers must check "N" – do not release. <input type="checkbox"/> 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	Home Telephone		Cell Phone	
Emergency Contact Name (Screen 020)								
Emergency Address		City/State			Rel.	Area Code / Phone #		
Permanent Or Foreign Address, If Different From Local Mailing Address								
Emergency Foreign Contact Name			Relationship			Country Code / Telephone #		
Are you related by kinship or marriage to any current employee or member of the Board of Regents of The University of Texas System? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, Name:			Relationship:			Position:		
Are you a State of Texas, Texas Junior College/Community College or Independent School District retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, did you retire under <input type="checkbox"/> TRS or <input type="checkbox"/> ORP or <input type="checkbox"/> Other? Date of retirement _____								
Are you currently employed or previously employed by an Independent School District? <input type="checkbox"/> Yes <input type="checkbox"/> 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:								
Current Visa Type			Visa Expiration Date	Passport Number		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 _____

HUMAN RESOURCES USE ONLY:	
Documents: <input type="checkbox"/> I-9 <input type="checkbox"/> PAF <input type="checkbox"/> PDF <input type="checkbox"/> Selective Service <input type="checkbox"/> Social Security Card <input type="checkbox"/> Prior State Service <input type="checkbox"/> Prior UTD Service <input type="checkbox"/> 040 screen ORP eligible date	
Conditions & Regs <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sent to employee <input type="checkbox"/> Classified Reg Job C or W <input type="checkbox"/> Job Offer <input type="checkbox"/> Application and/or Resume <input type="checkbox"/> Criminal Background Check Form	
<input type="checkbox"/> Packet Complete	

With few exceptions, you are entitled on your request to be informed about the information UTD collects about you. Under Sections 552.021 & 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 Administration. 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.