



EMPLOYEE PERSONAL DATA SHEET

- ☐ New Employee ☐ Change of Information* ☐ Annual Update*

Please complete all sections prior to submitting to Human Resources. * This form replaces all preceding forms.

PERSONAL INFORMATION

Legal Last Name: _____ Legal First Name: _____ MI: _____

Please select below if you would like to use your preferred first name versus your legal first name for the employee email address (firstname.lastname@eastcentral.edu), webpage directory, and phone directory.

- ☐ Use My Legal First Name ☐ Use My Preferred First Name _____

Legal name is the name on your social security card and will be used for employment documents such as the I-9 form, W-2's, insurance registration, contracts.

Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Alternate Phone # _____

Personal Email Address: _____

EMERGENCY INFORMATION In case of an emergency, please contact the following individuals:

Primary Contact: _____ Phone # _____ Relationship: _____

Secondary Contact: _____ Phone# _____ Relationship: _____

Note: Secondary contact person will be contacted if we cannot reach your primary contact person.

IPEDS REPORTING DATA The section below is VOLUNTARY. The information provided is used for IPEDS reporting. For definitions, click here.

Ethnicity:

- ☐ Hispanic/Latino ☐ Non-Hispanic

Race: (check all that apply)

- ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Unknown

Citizenship Status:

- ☐ U.S. Citizen
☐ Permanent Resident Alien/Legal Immigrant obtaining Permanent Resident Alien status
☐ Non Resident Alien (Not U.S. Citizen)

Gender:

- ☐ Male
☐ Female

Employee Signature: _____

Date: _____

HR USE ONLY: Colleague: _____ Benefits _____