



HR Use Only ID # _____ Status: <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Call-in <input type="checkbox"/> Temp Employment Date: _____ Position: _____ Department: _____ Building/Room: _____
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EMPLOYEE GENERAL INFORMATION SHEET

Prefix _____ Suffix _____

Legal Name: First _____ Middle _____ Last _____

Chosen Name: _____

Chosen name is be how you will be listed in the university's Outlook email system and other communications. If you do not indicate a chosen name, your legal first name, middle initial, and last name will be the default listing.

Sex/Gender*: _____ **Pronouns:** _____

Social Security Number: _____ **Date of Birth:** _____

Home Address (not a PO Box): _____

City: _____ **State:** _____ **Zip:** _____

School District of Residence (leave blank if outside of Ohio): _____

Cell Phone: _____ **Home/Other Phone:** _____

Marital Status: Single Married Divorced Separated Widow/Widower _____

Name of Spouse: _____

Spouse Social Security #: _____ **Spouse Date of Birth:** _____

Dependent Children Names	Sex/Gender*	Date of Birth	Social Security #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**Wittenberg's HR Information System currently allows for F or M as a person's sex on their demographic information screen. X will be an option in the coming months. Gender identity can be noted on a separate biographic information screen.*

Degrees – enter all degrees earned starting with most advanced:

Year Conferred	Degree (i.e. BA/MS/PhD) & Major	Institution	City, State

EMERGENCY CONTACT INFORMATION

This information is collected and maintained in the HR Information System for emergency use only. You may review and/or revise your Emergency Contacts any time by logging into Self-Service.

Please list below, the person(s) that you wish to have contacted in an emergency:

1. _____
FIRST & LAST NAME **RELATION**

PHONE: Cell: _____ Home/Other: _____

2. _____
FIRST & LAST NAME **RELATION**

PHONE: Cell: _____ Home/Other: _____