

# SHEPHERD UNIVERSITY NEW EMPLOYEE INFORMATION SHEET

**This worksheet is to be used by hiring managers and assistants to collect information** that is required for the completion of Hiring Proposals and Hire Adjunct actions in the HR system (PeopleAdmin). Some relevant information deliberately is not included on this worksheet, such as mailing address, because applicants already have provided it to the University and they should not repeatedly be asked for the same information.

**Please do not give this worksheet to new employees** and have them complete it and mail it to you. Personal information is included here and it should be treated with upmost sensitivity and confidentiality. It is best to call the new employee and ask for this information over the phone. Once you are finished with the worksheet, please shred it. It does not need to be sent to the Human Resources Office or anywhere else.

**LAST NAME**, as it appears on Social Security card: \_\_\_\_\_

**FIRST NAME**, as it appears on Social Security card: \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**WORK ELIGIBILITY:** Citizen or National of the United States \_\_\_\_\_  
Resident Alien \_\_\_\_\_  
Other \_\_\_\_\_

*Please note: Employee's gender and race are requested only for federal and state reporting purposes.*

**GENDER:** \_\_\_\_\_

**ETHNIC CATEGORY:** Is the employee Hispanic or Latino? Yes \_\_\_\_\_ No \_\_\_\_\_

**RACE CATEGORY:** Select one or more races. If the employee has identified as Hispanic or Latino, then the employee is not required to select an additional category.

American Indian or Alaska Native \_\_\_\_\_  
Asian \_\_\_\_\_  
Black or African American \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander \_\_\_\_\_  
White \_\_\_\_\_

**OTHER STATE EMPLOYMENT:** Does the employee now work or has the employee previously worked for another West Virginia agency or institution? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, which one(s)? \_\_\_\_\_ Approximate Dates: \_\_\_\_\_

**PAY SPREAD:** For 9-month faculty members only, does faculty member want his or her pay spread over 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_  
[Because of the way wvOASIS works, staff members who work fewer than 12 months may not spread their pay over 12 months.]