



Employee Information Card

Instructions: Use the Tab Key to navigate through the form. Check the appropriate boxes, and complete applicable sections. When finished, you can either save this document to your computer and e-mail as an attachment to hr@uwgb.edu, or print and send via intercampus mail to Human Resources, ES 107.

| Faculty | Academic/ Lecturer/Adjunct | Classified Staff | LTE (Limited Term Employee) | Unclassified Limited Staff | Other: |
|--|-------------------------------|---|--------------------------------|-------------------------------|--------|
| ~ <i>Legal Name</i> ~ | | | | | |
| Last Name: | | First Name: | | Middle Name: | |
| Person ID # (PID): | | <i>This 6-digit number is found on your earnings statement – if you haven't received an earnings statement yet, please leave blank.</i> | | | |
| New employee of UWGB <i>(complete Sections 1 & 2)</i> | | | First day of employment: | | |
| Employee leaving UWGB <i>(complete Sections 1 & 2 only if data is changing)</i> | | | Last day of employment: | | |
| Current employee changing data | | | | | |
| Name change - Former name: | | <i>(must provide Social Security Card photocopy with legal name to HR)</i> | | | |
| <i>(please complete Sections 1 & 2 only if data is changing)</i> | | | | | |
| Campus address/campus phone/title/supervisor change <i>(complete Section 1)</i> | | | | | |
| Home address or home phone change <i>(complete Section 2)</i> | | | | | |

| SECTION 1: Campus Information | |
|-------------------------------|-----------------|
| Official Title: | Working Title: |
| Department: | Supervisor: |
| Campus Mail Address: | Office Room #: |
| Campus Phone: | E-mail Address: |

| SECTION 2: Personal Information | | |
|---|----------------|------|
| Address: | | |
| City: | State: | Zip: |
| Home Phone: | Spouse's Name: | |
| <i>Please contact Human Resources at ext. 2390 if you require your personal information kept private.</i> | | |

Signature: _____ Date: _____

| For Office Use Only <i>(please route)</i> | | |
|---|--------------------------------------|---------------------------|
| Advancement | Payroll | University Communications |
| Benefits | Public Safety | |
| Human Resources <i>(last)</i> | Secretary of Faculty /Academic Staff | |
| Mail Room | Telecommunications | |