PERSONAL DATA FORM

UTD

To **ADD** new employee, complete ALL fields except those for HRM Use. To **CHANGE** data, complete Date, UTD ID, Name, Signature & fields to be changed.

Please use PAF for directory updates

PLEASE PRINT   UTD ID: _____   Date: _____

Employee Name: _____ /_____/_____
First   Middle   Last   Prefix   Suffix

Administrative Unit: Ext: Mail Station:

Actual Marital Status: _____ S - Single D - Divorced M - Married P - Separated W - Widowed	Gender: _____ M - Male F - Female	Birth date _____ Mo. / Day / Year	Hispanic? _____ Y - Yes N - No

Do You Have A Disability?   ☐ Yes   ☐ No   *If yes, please indicate **PRIMARY** impairment:* _____
01 - Mobility   04 - Emotional Disorder
02 - Visual   05 - Other Disabling Condition
03 - Hearing   Accommodation request instructions are posted on the HRM web

Race   *Please check all that apply:*
☐ 1-White   ☐ 4-Hawaiian, Pacific Islander
☐ 2-Black   ☐ 5-American Indian/Alaska Native
☐ 3-Asian

Veteran   ☐ Yes ☐ No   Discharge Date: _____
If yes, please indicate: _____
1 - Other Eligible Veteran   5 - Armed Forces Svc Medal + Disabled   AR   Active Reserve
2 - Disabled + Other Eligible   6 - Armed Forces Svc Medal + Other   IC   Inactive Reserve-Subject to Call-up
3 - Disabled   7 - Service Medal + Disabled + Other   IR   Inactive Reserve
4 - Armed Forces Service Medal Veteran

Education Level   *Please indicate* _____
11 - Did not graduate high school 15 - Associate Degree
12 - High school graduate   16 - Bachelors Degree
12 - Some college   18 - Masters Degree
12 - Trade Certification   20 - Doctoral Degree

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.
    ☐ 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   Area Code / Home Phone #

_____
City   State   Zip   Area Code / Cell Phone #

_____
Emergency Contact Name (Screen 020)   Emergency Address/City/State   Relationship   Area Code/ Phone #

Permanent or Foreign Address, If Different From Local Mailing Address

_____
Emergency Foreign Contact Name   Relationship   Country Code / Phone #

Are you related by kinship or marriage to any current employee or member of the Board of Regents of The University of Texas System?   ☐ Yes   ☐ No
    If yes, Name _____ Relationship _____ Position _____

Are you a State of Texas, Texas Junior College/Community College or Independent School District retiree?   ☐ Yes ☐ No
If yes, did you retire under ☐ TRS or ☐ ORP or ☐ Other?   Date of retirement _____

Are you currently employed or previously employed by an Independent School District?   ☐ Yes   ☐ No
If you answered yes to the preceding question, complete the following information:

ISD Name	From (Date)	To (Date)

<u>Citizenship Information if Other Than U.S. Citizen or Permanent Resident:</u>

Current Visa Type _____   Visa Expiration Date _____Passport # _____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 _____

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

HUMAN RESOURCES USE ONLY:

Documents: _____I-9   _____PAF   _____PDF   _____Selective Service   _____Social Security Card   _____Prior State Service   _____ Prior UTD Service   _____ 040 screen ORP eligible date

Conditions & Regs ___ Yes   ___ No   ___ Sent to Employee   Classified Reg Job C or W: ___ Job Offer   ___ Application and/or Resume   ___ Criminal Background Check Form   ___ Packet Complete