

NEW HIRE FORM

To be completed only
by new Faculty and
Staff employees and
non-UA paid Faculty

If you are a new Faculty or Staff employee or non-UA paid faculty member please complete this form in its entirety and return to your hiring department. If you have any questions about this form please contact the HR Service Center at 205-348-7732.

Please select the position you are filling: Faculty Staff Non-UA Paid Faculty

1. Personal Information (Please Print Legibly)

CWID: _____ Name: (First, Middle, Last) _____
Campus Wide Identification

Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () - Cell Phone: () -

Preferred First Name: _____ Date of Birth: / /

Gender: Male Female Citizen: Yes (U.S. Citizen/Permanent Resident) No (Non-Resident Alien)

For Faculty Only: Degree Information

Highest earned degree _____ Year earned _____ Terminal degree Yes No

2. Ethnicity and Race Information

The University of Alabama collects ethnicity and race data to comply with U.S. Department of Education requirements as well as Affirmative Action program reporting requirements. Please self-identify your ethnicity and race by completing Sections 2A and 2B of this form.

A. Are you of Hispanic or Latino origin?

No, not Hispanic or Latino

Yes, Hispanic or Latino

A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

B. In addition to Part A, please select one or more of the racial categories that are applicable to you.

American Indian or Alaska Native

A person having origins in any of the original tribal peoples of North and South America, including Central America, and who maintains affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

3. Emergency Contact Information (Person to be notified in case of an emergency – Please Print Legibly)

Name: (First, Middle, Last) _____

Phone Number: () -

4. Retirement Information (Not needed for non-UA paid faculty)

Are you currently or have you ever been enrolled in or retired from either the (check one):

Teachers' Retirement System of Alabama (TRS)

Employees' Retirement System of Alabama (ERS)

Neither

Previously enrolled

Previously enrolled

Retired from TRS Agency

Retired from TRS Agency

Presently contributing through another TRS agency

Presently contributing through another ERS agency

If you checked TRS or ERS above, are you currently receiving a monthly retirement check from either of these systems? Yes No

Print Name: _____ CWID: _____

Signature: _____ Date: _____

Hiring Dept: Submit completed form to Payroll Input, Box 870128, email to payrollinput@fa.ua.edu or fax to 348-2737