



FACULTY PAYROLL INFORMATION SHEET

This form is to be completed by a new employee once a position has been accepted with the University of South Alabama. The information is used to set up new employees in the Payroll System and for federal reporting purposes. Please print.

Name (as it appears on Social Security Card)

Preferred name if different than name above*

Social Security Number

Gender (Male or Female)

Date of Birth (MM/DD/YYYY, for example 12/21/1977)

Citizenship:

Select one: ___ Non-Resident Alien
___ Resident Alien
___ U.S. Citizen

Race/Ethnicity:

Are you Hispanic/Latino?

___ Yes ___ No

What is your race? _____

Choose any of the following:

- 01 White
- 02 Black or African - American
- 03 American Indian or Alaskan Native
- 04 Native Hawaiian or Other Pacific Islander
- 05 Asian

Faculty are paid on a monthly basis.

The Social Security **NAME** you provide replaces any other name already in use in the Student, Finance, and/or Alumni components of the USA Banner system.

Have you ever been a student or employee at USA? Yes or No

If yes, please provide your **NAME** if different from your present **NAME** as it appears on your Social Security Card. _____

I have accepted a position as _____, in the

Department of _____ effective _____, at the

University of South Alabama.

Signature

Date

J Number (HR USE ONLY)