

PERSONAL PROFILE FORM (ED)

Type of appointment: ☐ Academic (Includes Resident Interns) ☐ Student Academic ☐ Staff ☐ Hourly

Direct deposit is mandatory for all IU employees. To enroll in direct deposit, visit www.fms.iu.edu/payroll/direct_bank_deposit.asp. If you do not enroll prior to the first paycheck, all payments will be deposited onto a pay card until enrollment is received. This pay card can be obtained from the campus Payroll office.

☐ Current or former Employee/Student University ID# _____ (10-digit Employee ID)
Last four digits of Social Security Number _____

☐ No previous association with Indiana University Social Security Number: _____ - _____ - _____

Legal Name _____
Last First Middle Suffix

Note: Legal name must match that as recorded by the Social Security Administration (SSA). If your name is not correct with SSA, you must update your records with that office.

Preferred Name _____
Last First Middle Suffix

Passport Name _____
(Non-U.S. Citizens only) Last First Middle Suffix

Birth Date ____/____/____
Month / Day / Year

Gender ☐ Male ☐ Female

Marital Status ☐ Single ☐ Married

US Status – MUST choose one. ☐ U.S. Citizen ☐ Lawful Permanent Resident ☐ Other

If not U.S. Citizen, primary country of citizenship _____

Home Address _____
(your legal residence) Street (Apt#) Phone _____
City State Zip Code Country

The home address (your legal residence) is necessary for the university to mail tax information (including W2s) and benefit enrollment information (for eligible employees). It is also required for tax reporting to the IRS.

Non-IU email address _____

Ethnic Group

Are you Hispanic or Latino? ☐ Yes ☐ No

What is your race? Select one or more.

- ☐ **American Indian or Alaska Native:** A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
- ☐ **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/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, North Africa, or the Middle East

Military Status

- ☐ **No Military Service**
- ☐ **Disabled Veteran:** (i) A veteran of the U.S. military, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.
- ☐ **Recently Separated Veteran:** Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- ☐ **Other Protected Veteran:** A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
- ☐ **Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Signature _____ Date _____

Confidentiality - Under federal law Indiana University is required to collect and report data regarding the gender, racial and ethnic composition and veteran status of its workforce. This information is used for reporting and administrative purposes.

Departments:

After the hiring process is complete, please shred this form. Additionally, please note that:

- **Academic employees** must complete the PS and PSA personal profile forms and submit to the campus Academic Affairs office.
- **Staff employees** must complete the PSA personal profile form and submit to the campus Human Resources office.