

University of Minnesota Human Resources Information Form (HRIF)

This is a **two page** document – you must also receive the *Ethnicity/Race Group Information and Definitions Sheet*.

Completed By Employee

☐ New Employee ☐ Revision to Existing Data (changes only)

Legal Name (as it appears on Social Security Card)	Last _____ First _____ Middle (full middle name) _____		
	Social Security Number: _____ Date of Birth: _____		

Prior Association with the U of MN	<input type="checkbox"/> Previous Employee or Student at U of MN	List any previous Names/Nicknames you may have used:
	ID# _____	_____ _____

Home/Permanent Address (as stated on your W4)	Street Address: _____		
	City: _____	State/Country: _____	Postal Code: _____
Directory Exclusions	Home Phone: _____ Email: _____		
	Home Address and Phone <u>will be printed</u> in the Student/Staff Directory and be available on the Web <u>UNLESS</u> one of the following boxes is checked indicating an exclusion: DO NOT PRINT: <input type="checkbox"/> Home Address <input type="checkbox"/> Home Phone		

Demographic Identification	Check one in each group. This information is PRIVATE as defined by the Minnesota Government Data Practices Act and will not be released to the public. (See reverse side for further information and definitions.)			
	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	USA/Citizenship Status <input type="checkbox"/> Alien Permanent <input type="checkbox"/> Alien Temporary <input type="checkbox"/> Native	Military Status (check all that apply) <input type="checkbox"/> Armed Forces Service Medal Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Other Protected Veteran	Disabled Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No Disability <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The information requested below is voluntary and will be used for summary reports required by federal and state laws and regulations and to support institutional affirmative action efforts. It will not be used in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information. The questions below comply with the U.S. Department of Education's new standards for ethnic and racial data collection.</p> <p>1. Ethnicity: Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Race: Please select one or more that apply: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American</p>				

Completed by Department	Campus Office / Mail Location: Department Name: _____ (Entity) Department # _____ Mail Delivery Code _____ Room/Bldg: _____ Street Address: _____ City, State, Postal: _____	Campus Phone Numbers: Campus Phone #1: _____ Campus Phone #2: _____ Off Campus Phone: _____
Off Campus Mailing Address: (complete if no delivery code available) Room/Building: _____ Street Address: _____ City, State, Postal: _____		

ETHNIC/RACIAL GROUP INFORMATION AND DEFINITIONS

New Employees must complete the accompanying Human Resource Information Form

The University of Minnesota is required to collect Racial/Ethnic Group Information to comply with Federal and State record keeping and reporting requirements pursuant to Executive Order 11246, Revised Order No. 4, Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964 and the Minnesota Statutes, Section 363.073. Summary data, without names will be reported on the Integrated Post-Secondary Education Data System (IPEDS) report and the University of Minnesota's Affirmative Action Program. This information is private (as defined by the Minnesota Government Data Practices Act) and will not be released to the public. It will only be used in summary reporting format for compliance with Federal and State reporting requirements and implementation of University of Minnesota affirmative action policies. You are requested, but not required, to provide information regarding your racial/ethnic group, education level, veteran or disability status, and there are no consequences for failing to provide it. The University may acquire this information by visual survey. This may, however, result in the collection of erroneous information.

You are required to provide the other information (birth date, gender, and citizenship status). Failure to provide required information could result in interruption of your paycheck or benefits, or result in termination.

Ethnicity Definition

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

Racial Definitions

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. **Asian:** A person having origins in any of the original people 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.

Citizenship Definitions

Alien: DO NOT USE: Select "Alien-Permanent" or "Alien Temporary." Employees misidentified as "Alien" are reported as "Nonresident Alien."

Alien permanent (Resident alien): Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States but who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens. **Alien temporary (Nonresident alien):** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. **Native:** U.S. citizen, regardless of birth or naturalization. **Naturalized: DO NOT USE.**

Select Native if the employee is a U.S. citizen. **Unknown Citizenship Status: DO NOT USE:** Employees with missing or unknown citizenship status are reported under their ethnic group. Missing citizenship statuses should be updated or corrected in PeopleSoft.

Military Status Definitions

Disabled Veteran: A veteran (A) of the U.S. military, ground, 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 the laws administered by the Secretary of Veterans Affairs, or (B) a person who was discharged or released from active duty because of a service-connected disability. **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 No. 12985. For more information, visit <http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx> **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.

HRMS Entry Instructions

Citizenship: Although "Alien", "Naturalized", "Not Indicated" appear in the PeopleSoft citizenship menu, they are **NOT** to be used to indicate citizenship.

Ethnicity/Race: The Federal Government is separating the concepts of Race & Ethnicity.

- If the ethnicity value "Hispanic/ Latino" is marked "yes", choose "Hispanic/Latino" in the ethnic group dropdown.
- Enter ALL the racial categories checked.

Refer to the Race & Ethnicity Business Process: <http://www1.umn.edu/ohr/hrms/index.html>