

# EMPLOYEE PERSONAL INFORMATION SHEET

**Please complete in full even if no changes, then mail, deliver, or fax to Human Resources**

**EFFECTIVE DATE:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **Social Security # (last 4 digits only):** \_\_\_\_\_  
**DEPT/DIVISION:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

<input type="checkbox"/> CLASSIFIED	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> STUDENT WORKER
<input type="checkbox"/> FULL TIME FACULTY	<input type="checkbox"/> ASSOCIATE FACULTY	<input type="checkbox"/> OTHER _____

**NAME CHANGE:** FORMER NAME: \_\_\_\_\_ Social Security card required

**ADDRESS CHANGE** Your birth-DAY released to staff unless checked   
 **PHONE CHANGE** Address/Phone released to staff unless checked

**HOME ADDRESS:** \_\_\_\_\_   
Street Address City State/Zip

**MAILING ADDRESS:** \_\_\_\_\_   
City State/Zip

**HOME PHONE:** (\_\_\_\_) \_\_\_\_\_  **CELL PHONE:** (\_\_\_\_) \_\_\_\_\_

**OTHER BUS.ADDRESS:** \_\_\_\_\_ **PH**(\_\_\_\_) \_\_\_\_\_

**EMERGENCY CONTACT** \_\_\_\_\_ **PH**(\_\_\_\_) \_\_\_\_\_

**PLEASE COMPLETE RETIREMENT SECTION** only if you are new or your retirement system status/information has changed.

**HAS YOUR RETIREMENT STATUS CHANGED IN THE LAST YEAR?**

1) Are you currently employed in any other school district or as a university/state/city/county employee?  
 **NO**  
 **YES** – Indicate District/Public Agency name: \_\_\_\_\_  
 Full-time  Part-time and I am contributing to  PERS  STRS  other \_\_\_\_\_

2) **If NO**, please check below:  
 I have never been a member of PERS (Public Employee Ret System) or STRS (State Tchrs Ret System)  
 I am a current member of  STRS  PERS due to previous/recent employment with contributions on deposit  
 I was formerly a member of  STRS  PERS but was refunded contributions in a lump sum - year? \_\_\_\_\_  
 I am **RETIRED** & receive a monthly Retirement Allowance from  PERS  STRS I understand that if retired from PERS or STRS, I may be subject to earnings limits set by PERS or STRS.

**Associate Faculty, Please initial here** \_\_\_\_ I understand non-member (STRS) associate faculty may elect membership in STRS at any time and such action is irrevocable until termination of all STRS-covered employment. I acknowledge if I am a current member of PERS and accept employment in a STRS-covered position, I may be eligible to elect in writing a continuance of my PERS membership in this new position. I acknowledge if I am a current member of STRS and accept employment in a PERS-covered position, I may be eligible to elect in writing a continuation of my STRS membership in this new position. By default, all hourly employees not members of PERS/STRS (except student workers and certain PERS/STRS retirees) will become members of the alternate retirement system; refer to separate ARS documentation.