

INDIANA UNIVERSITY –PERSONAL PROFILE FORM (ED)

Check type of appointment: [] Academic (Includes Resident Interns) [] Staff [] Student Academic [] Hourly

Check appropriate box and complete applicable section - 1 or 2

Section 1

[] Current Employee University ID# (if known) (Located in upper middle box of paycheck advice-Employee ID#) Social Security Number Name

You are finished; the remaining information on this form should have previously been submitted. If changes are needed, please use the Change Form, Personal Data. Return this completed form to the hiring department.

Section 2

[] Former Employee University ID# [] Current Student University ID# [] Former Student Social Security Number [] No previous association with Indiana University

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: (As you want it to appear in University records and publications) Last First Middle Suffix

Passport Name: (Non-U.S. Citizens ONLY) Last First Middle Suffix

Social Security Number: Gender: [] Male [] Female Marital Status: [] Single [] Married

Birth Date: Month/Day/Year

US Status – MUST choose one. [] U.S. Citizen [] Lawful Permanent Resident [] Other If not U.S. Citizen, primary citizenship country:

Ethnic Group – MUST choose one.

- [] American Indian or Alaska Native [] Asian [] Black/African American [] Hispanic or Latino [] Native Hawaiian or Other Pacific Islander [] White

Home Address: Street (Apt#) City State Zip Code Country Phone

IU Office (Campus) Address: Campus Building & Room Org Code (such as HUMM) Campus Code (such as BL)

Note: Home address is used for mailing payroll checks, tax information including W2s, and tax reporting to the IRS. All benefit enrollment information (for eligible employees) and faculty mailings are sent to this address. This is your legal residence. Return this completed form to the hiring department.

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 our workforce. This information is used for reporting and administrative purposes.

Departments: This is the extent of employee personal data required for Hourly and Student Academic Appointments. For Academic and Staff positions new employees must also complete forms. Academic appointment forms (PPF-PSA) are submitted to the Campus Academic Affairs Office. Staff and hourly appointment forms (PPF-PS) are submitted to the campus Human Resource Office.