



# Employee Information Form

Note: For New Hires or name changes attach a photocopy of your Social Security Card. This is required for IRS reporting purposes.

CHECK ONE:	<input type="checkbox"/> New Hire	<input type="checkbox"/> Information Changes (Provide <u>only</u> information that has changed)
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**NOTE: Always include contact information for New Hire or Information Changes. \***  
**Your name must be written exactly as it appears on your social security card.**

First:	Middle:	Last:	Suffix (i.e., Jr, Sr)
Is this a name change? For staff and faculty, contact Human Resources Benefits Administration, <a href="mailto:benefits@jmu.edu">benefits@jmu.edu</a> . <input type="checkbox"/> Yes <input type="checkbox"/> Change email ID to match new name <input type="checkbox"/> Leave email ID as it is currently <input type="checkbox"/> No			
Social Security Number: (New Employees Only)		Employee ID:	
Academic Level: (Student Employees Only)		Student ID:	
This Section to be Completed for Email ID Changes			
JMU Email:		Contact Telephone Number:	
Permanent Address (To be used for Payroll purposes only. W-2s will be sent to this address. It is recommended that students use their parents' home address.)			
Street Address:			
City:		State:	Zip Code:
Phone:	Date of Birth:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No
Personal Email (not a JMU email):			
Emergency Contact Information (Additional information should be updated in MyMadison)			
*Contact Name:	*Contact's Phone:	*Contact's Alternate Phone:	
<b>Ethnicity and Race: For governmental recordkeeping and reporting requirements only.</b>			
Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your race? Select one or more.		<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White	
Highest Degree Earned:		Date Degree Received:	
The 1993 Session of the Virginia General Assembly enacted legislation intended to further the efforts of the Department of Social Services' Division of Child Support Enforcement in locating working parents who are delinquent in child support payments. As an employer of the Commonwealth of Virginia, James Madison University is required to report each new hire to the Virginia Employment Commission and to ask employees to disclose at the time of hire the existence of an income withholding order for child support.			
Do you have an income withholding order from the Court for child support? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employee Signature:			Date Signed:

Please return this form to Student Employment at MSC 3519.