

# MSU-Bozeman

## New Employee Information Form

*This form is to be completed by all new hires on the first day of employment.*

Name (last, first MI): \_\_\_\_\_

Previous Name (if appl): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Department: \_\_\_\_\_

Employment Address (room, building): \_\_\_\_\_

Employment Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home/Mailing Address (for W2s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Employee Class

(check one):

- Administrator
- Faculty
- Classified
- Professional
- Skilled Craft
- Temporary (i.e. professional, hourly, fixed term, etc.)

The information in this section will be kept confidential. It is used for reporting on new hires in accordance with federal regulations and for monitoring our affirmative action program.

**Birth Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Sex:**

- Female
- Male

**U.S. Citizen:**

- Yes
- No  
(If No, must also fill out visa info form.)

**Disabled:**

- Yes
- No

**Ethnic Background (for U.S. citizens only):**

- African American
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Caucasian

**Veteran Status:**

- Veteran
- Vietnam Era Veteran (8/5/64-5/7/75)
- Disabled Veteran
- Not a Veteran

Effective date of resignation from Montana State University will not begin until I settle all outstanding obligations and take care of the following: COMPLETE required position assignments; RETURN all MSU property and materials; RETURN all keys; RETURN all books and PAY any library fines; PAY any parking fines; CLEAR any and all debts and financial obligations through the Business Office.

I understand and acknowledge the above statement. I also certify that all of the information provided on this form is correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**? Continued on other side?**

(Continued)

### Retirement System Information

Have you previously been employed by the State of Montana or MSU?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, list agency and approximate dates worked: _____ _____			
Have you ever participated in a retirement system for public employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever retired from a retirement system for public employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you still a member of any of these systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Public Employees' Retirement System _____	Employer	Dates of Employment	Retirement Date
<input type="checkbox"/> Teachers' Retirement System _____	Employer	Dates of Employment	Retirement Date
<input type="checkbox"/> Game Wardens' Retirement System _____	Employer	Dates of Employment	Retirement Date
<input type="checkbox"/> Other _____	Employer	Dates of Employment	Retirement Date

Notice of Public Employees Retirement Eligibility: Classified staff who work at least 960 hours in one fiscal year are required to enroll in the Public Employees' Retirement System.

Classified staff who work less than 960 hours may voluntarily elect membership. By electing membership in PERS, a tax-deferred percentage of each paycheck will be automatically deducted. The University will contribute a percentage of the total covered payroll to PERS.

I expect to work less than 960 hours per fiscal year and I wish to enroll in PERS. I understand that my contributions will begin following the receipt of completed enrollment application.

I expect to work less than 960 hours per fiscal year and I do NOT elect PERS membership at this time. I understand it is my responsibility to notify the Personnel and Payroll Services Office of any future change of election.

**For details about enrolling in a supplemental annuity please contact the Personnel and Payroll Services Office.**