



EMPLOYEE INFORMATION FORM

(Please print legibly and provide all information requested)

Employee Name: _____		
Last	First	MI
SSN: _____	Employee Identification # (if available) _____	-- 0 0 --
<small>Your Social Security Number is required for tax withholding and federal reporting requirements. If you do not have a valid SSN, you must apply for one at a Social Security Administration Office at 3500 N. Campbell Ave or 2716 S. 6th Ave.</small>		
Date of Birth: (mm/dd/yyyy) ____/____/____	Highest Level of Education Completed: <input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate College: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Post Graduate	
<input type="checkbox"/> Male	Highest degree earned:	
<input type="checkbox"/> Female	Year earned:	
Permanent Street Address _____ City _____ State _____ Zip Code _____ Home phone: (____) _____		Person to notify in emergency: First Name _____ Last Name _____ Phone _____ Address _____ <small>(If your emergency information changes, notify Human Resources, Employee Records in writing)</small>
Spouse's Name: _____		
Spouse's Work Phone: (____) _____		
Have you worked for the University of Arizona before? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, what year(s)? _____ Under what name if different: _____		
Are you currently participating in the Arizona State Retirement System with another employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide employer name: _____		
Are you a: <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		
<input type="checkbox"/> Non-Resident with Temporary Visa: Visa Classification _____ Expiration Date: _____		
Will your job duties require you to drive a University of Arizona vehicle or to use your own vehicle to conduct University business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you subject to child support withholding? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<small>Arizona Revised Statute 23-722.02 requires employers to ask each new employee if they are subject to child support wage assignment or order. If you are subject to child support withholding, A.R.S. 23-722.02 requires you to deliver a copy of any active child support and wage withholding documents to Payroll, University Services Bldg., Room 402.</small>		

Employee Signature : _____ **Date:** _____

My signature affirms that all the information on this employee information form is accurate to the best of my knowledge and I understand the requirements of the Child Support Wage Withholding statute as outlined above.
Human Resources/Employee Info Form 5/02

NOTIFICATION OF POLICIES

The following information is critical for you to read and understand as an employee of The University of Arizona. You are encouraged to review University policies that govern the conditions of your employment. Classified Staff may access the Classified Staff Policy Manual at http://www.hr.arizona.edu/09_rel/clsstaffmanual.php. Appointed Personnel may access the University Handbook for Appointed Personnel (UHAP) at <http://w3.arizona.edu/~uhap/>.

Pre-Employment Screening Requirements

Employment with the University is contingent upon the satisfactory outcome of any pre-employment screening activities or criminal background checks that may be required under University policy.

Probation (Classified Only)

Newly hired or rehired Regular Classified Staff and Extended Temporary Employment employees shall serve a six (6)-month probationary period. Employees who are promoted or transfer to a different department will serve a three (3)-month probationary period in the new position.

Time In Position Requirements (Classified Only)

Newly hired Regular Classified Staff and Extended Temporary Employment employees must complete their six (6)-month initial or reemployment probation period before seeking employment with another University department.

Family Medical Leave Act (FMLA)

The University provides Family Medical Leave to eligible employees in accordance with the federal Family and Medical Leave Act of 1993. Qualifying employees are entitled to a total of up to twelve (12) workweeks of Family and Medical Leave during a twelve-month period.

Overtime

Supervisors are responsible for authorizing and scheduling overtime; therefore, a nonexempt employee shall not work overtime unless authorized in advance by his/her supervisor. Employees are expected to work overtime when requested to do so. Generally, compensatory time off is the preferred means of compensating nonexempt employees for overtime hours worked.

Equal Opportunity and Affirmative Action

It is the policy of the University to ensure equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability, veteran's status or sexual orientation. As such, the University is committed to ensuring that its policies and practices are non-discriminatory. Reference: *The Arizona Board of Regents (ABOR) Policy 6-808.*

Sexual Harassment

The University's Sexual Harassment Policy prohibits sexual harassment by University employees, students, contractors and agents of the University. The University will take prompt and appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy. Reference: *ABOR policy 6-707.*

Approved Use of University Computers

Employees shall not knowingly use University computers to access, download, print, or store information that depicts nudity, sexual activity, sexual excitement, or sexual acts except to the extent required in conjunction with a bona fide, University-approved research project or other University undertaking. New employees may view the *Approved Use of University Computing* policy in its entirety at <http://w3.arizona.edu/~policy/comp equip.shtml>.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, the University offers employees and their eligible dependents the opportunity for temporary extension of continuous insurance coverage in instances where coverage under the plan would otherwise end. Eligible employees have sixty days from the date of the notice to elect COBRA coverage.

I have read and agree to abide by the policies and conditions of employment outlined above. I have been advised about how to access the policy manuals and/or handbooks that govern the conditions of my employment with The University of Arizona.

Employee Name (Please Print) _____

Employee Signature: _____ **Date:** _____



EMPLOYEE NEW HIRE INFORMATION

(Employee should retain for his or her records)

EMPLOYEE “TO DO” LIST

(New Employee Checklist is available online at <http://www.hr.arizona.edu>)

- As an employee of the University of Arizona you are **required** to complete the attached official University of Arizona New Employee Packet *in advance of your official hire date*. Immigration & Naturalization Services (INS) regulations require that the I-9 form included in the packet be signed *on or before* your start date.
- Return your signed letter of offer to your hiring department prior to your start date, if you are an Appointed Personnel employee
- To help you better understand your benefits and retirement options, confirm with your hiring department whether you are a Classified Staff or Appointed Personnel employee and whether or not you are benefits and retirement-eligible.
- Return your completed New Employee Packet to your departmental payroll representative in advance of your official hire date. Check to see that you have signed all the documents in your New Employee Packet that require an employee signature. *Failure to complete and sign all forms may delay your paycheck and your access to university services.*
- You should attend a New Employee Orientation session within one week of your official hire date. Registration is completed through the Human Resources website at <http://www.hr.arizona.edu>. New faculty members should also register for the Faculty Instructional Resources Orientation offered during the summer. Arizona Health Sciences Center (AHSC) Faculty, Residents and Fellows should contact the AHSC Benefits Coordinator at 626-2600, regarding AHSC orientation programs.
- In accordance with A.R.S. 15-1823, all University employees are electronically assigned an Employee Identification (EID) number when hiring documents have been processed through the appropriate University service units. The EID will be used as your personal identifier for university business systems and transactions. You will receive written notification of your Employee Identification (EID) number through your home department.
- Go to the CatCard Office (626-9162) located in the Student Union to obtain your University identification card (CatCard) after your hiring documents have been properly processed. You will need the number located on your CatCard in order to obtain access to Employee Link.
- Identify your transportation options and apply for a parking permit if necessary (626-7275).
- Ask your departmental representative what building keys or other access tools you will need for your work area.
- Ask your department representative if you have been assigned a university e-mail account.
- If your job duties require access to any university business systems, ask your supervisor if access has been requested and if you are scheduled for training classes.
- If at any time during your employment you anticipate driving a university-issued vehicle (or driving your own vehicle on University business), you will be required to have a valid Arizona driver’s license and you may be subject to a driver’s record check and/or required to attend driving training courses.

THE UNIVERSITY OF ARIZONA

STATE OF ARIZONA LOYALTY OATH

(Effective September 19, 2003)

§ 38-231 OFFICERS AND EMPLOYEES REQUIRED TO TAKE LOYALTY OATH; FORM; CLASSIFICATION; DEFINITION

- A. In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency, and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district, and public educational institution, shall completely reproduce this section so that the form of written oath or affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.
- B. Any Officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employees does so take and subscribe to the form or affirmation prescribed by this section.
- C. Any officer or employee having taken the form of oath or affirmation prescribed by this section, and knowingly at the time of subscribing to the oath or affirmation, or at any time thereafter during the officer's or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism as defined in section 13-2301 the government of this state or of any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or of any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office or employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.
- D. Any of the persons referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.
- E. In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation:

State of Arizona, County of _____ I, _____ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of _____ (name of office) according to the best of my ability, so help me God (or so I do affirm).

(signature of officer or employee)

- F. For the purposes of this section, "officer or employee" means any person elected, appointed, or employed, either on a part-time or full-time basis, by this state, or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution, or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution.



Self-Identification Sheet Veteran Status and Disability **(Revised 12/99)**

It is the policy of The University of Arizona to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation. The University seeks and employs the most highly qualified personnel at all locations and facilities. To achieve this, the University administers all personnel actions without regard to disability or veteran status, and it bases all employment decisions on valid job requirements. The University's Affirmative Action Plan describes, among other things, the dissemination of its Equal Employment Opportunity Policy, its outreach and positive recruitment efforts, and its commitment to reasonable accommodations.

You may self-identify at this time or at any time in the future if you believe that you might be covered by the Rehabilitation Act of 1973 (Rehab Act), the Americans with Disabilities Act (ADA) or the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential, except as specifically provided for by law, and used in a manner consistent with law.

Section 503 of the Rehab Act, the ADA, and the VEVRAA, as amended, prohibit job discrimination because of a disability and veteran's status, and require affirmative action to employ and advance in employment qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job, and qualified Vietnam era veterans, special disabled veterans, and other eligible veterans.

Veteran Status (41 CFR 60-250.42)

Please check any of the following categories that apply to you:

Special Disabled Veteran: "(A) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (i) rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38, U.S.C. to have a serious employment handicap; or (B) a person who was discharged or released from active duty because of a service-connected disability."

Veteran of the Vietnam-era: "A person who (A) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases."

Other Veterans: "(A) A veteran with active duty service at any point between December 7, 1941 and April 28, 1952; or (B) a veteran who served on active duty in a campaign or expedition for which a campaign badge has been authorized. The campaigns or expeditions that meet this criterion as of August 31, 1999 are identified on the back of this sheet. A veteran qualifies under this criterion ONLY based upon military service IN the identified campaign or expedition and NOT simply based on any military service during the time of the campaign or expedition. The campaign badges, service medals, and expeditionary medals that qualify under this criterion will be listed on the veteran's "Armed Forces of the U.S. Report of Transfer or Discharge," also known as the "DD-214 Form."

Disability (41 CFR 60-741.42)

An individual with a disability means any person who:

- a) has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- b) has a record of such an impairment; or
- c) is regarded as having such an impairment.

If you need clarification on the definition of disability, information on the ADA, or to request a reasonable accommodation, contact the Coordinator, Services for Employees with Disabilities at the Center for Disability Related Resources (CeDRR) at 621-3268 V/TTY.

Do you consider yourself an individual with a disability?

Yes No

Employee Name (Please Print)

Employee Signature Date

Title

Department

CAMPAIGN/EXPEDITION	DATES		ARMY	ORGANIZATIONS PARTICIPATING				COAST GUARD
	START	END		NAVY	AIR FORCE	MARINE CORP		
<u>Campaign or Service Medals</u>								
American Defense Service	09/08/39	12/07/41	X	X	--	X	X	
Army Occupation of Austria	05/09/45	07/27/55	X	--	X	--	--	
Army Occupation of Berlin	05/09/45	10/02/90	X	X	X	X	X	
Army Occupation of Germany	05/09/45	05/05/55	X	X	X	--	X	
Army Occupation of Japan	09/03/45	04/27/52	X	X	X	X	X	
China Service	07/07/37	09/07/39	--	X	--	X	--	
China Service Medal (Extended)	09/02/45	04/01/57	--	X	--	--	--	
Korean Service	06/27/50	07/27/54	X	X	X	X	X	
Navy Occupation of Trieste	05/09/45	10/25/54	--	X	--	X	X	
Navy Occupation of Austria	05/08/45	10/25/55	--	X	--	--	--	
Navy Occupation of Berlin	05/08/45	10/02/90	--	X	--	X	--	
Navy Units of the Sixth Fleet	05/09/45	10/25/55	--	X	--	--	--	
SW Asia Service Medal (Desert Shield Storm)	08/02/90	11/02/95	X	X	X	X	X	
Vietnam Service Medal (VSM)	07/04/65	03/28/73	X	X	X	X	X	
<u>Armed Forces Expeditionary Medal (AFEM)</u>								
Berlin	08/14/61	06/01/63	X	X	X	X	X	
Bosnia and Herzegovina (Joint Endeavor)	11/20/95	12/20/96	X	X	X	X	X	
Bosnia and Herzegovina (Joint Guard)	12/20/96	Present	X	X	X	X	X	
Cambodia	03/29/73	08/15/73	X	X	X	X	X	
Cambodia Evacuation (Eagle Pull)	04/11/75	04/13/75	X	X	X	X	X	
Congo	07/14/60	09/01/62	X	X	X	X	X	
Congo	11/23/64	11/27/64	X	X	X	X	X	
Cuba	10/24/62	06/01/63	X	X	X	X	X	
Dominican Republic	04/28/65	09/21/66	X	X	X	X	X	
El Salvador	01/01/81	02/01/92	X	X	X	X	X	
Grenada (Urgent Fury)	10/23/83	11/21/83	X	X	X	X	X	
Haiti (Uphold Democracy)	09/16/94	03/31/95	X	X	X	X	X	
Iraq (Northern Watch)	01/01/97	Present	X	X	X	X	X	
Korea	10/01/66	06/30/74	X	X	X	X	X	
Laos	04/19/61	10/07/62	X	X	X	X	X	
Lebanon	07/01/58	11/01/58	X	X	X	X	X	
Lebanon	06/01/83	12/01/87	X	X	X	X	X	
Libyan Area (Eldorado Canyon)	04/12/86	04/17/86	X	X	X	X	X	
Mayaguez Operation	05/15/75	05/15/75	X	X	X	X	X	
Panama (Just Cause)	12/20/89	01/31/90	X	X	X	X	X	
Persian Gulf (Earnest Will)	07/24/87	08/01/90	X	X	X	X	X	
Persian Gulf	08/02/90	01/02/92	X	X	X	X	X	
Persian Gulf (Southern Watch)	12/01/95	Present	X	X	X	X	X	
Persian Gulf (Vigilant Sentinel)	12/01/95	02/15/97	X	X	X	X	X	
Persian Gulf Interception Operation	12/01/95	Present	X	X	X	X	X	
Quemoy and Matsu Islands	08/23/58	06/01/63	X	X	X	X	X	
Somalia (Restore Hope)	12/05/92	03/31/95	X	X	X	X	X	
Taiwan Straits	08/23/58	01/01/59	X	X	X	X	X	
Thailand	05/16/62	08/10/62	X	X	X	X	X	
Vietnam and Thailand	07/01/58	07/03/65	X	X	X	X	X	
Vietnam Evacuation	04/29/75	04/30/75	X	X	X	X	X	
<u>Navy Expeditionary Medal and Marine Corp Expeditionary Medal</u>								
Cuba	01/03/61	10/23/62	--	X	--	X	--	
Indian Ocean/Iran	11/21/79	10/20/81	--	X	--	X	--	
Iranian/Yemen/Indian Ocean	12/08/78	06/06/79	--	X	--	X	--	
Lebanon	08/20/82	05/31/83	--	X	--	X	--	
Liberia (Sharp Edge)	08/05/90	02/21/91	--	X	--	X	--	
Libyan Area	01/20/86	06/27/86	--	X	--	X	--	
Panama	04/01/80	12/19/86	--	X	--	X	--	
Panama	02/01/90	06/13/90	--	X	--	X	--	
Persian Gulf	02/01/87	07/23/87	--	X	--	X	--	
Rwanda (Distant Runner)	04/07/94	04/18/94	--	X	--	X	--	
Thailand	05/16/62	08/10/62	--	X	--	X	--	