



Southern Oregon University Student Employee Data Form

Personal Information

Name: As it appears on your Social Security Card – _____
Last Name First Name Middle

SSN: _____ Date of Birth: _____

Ethnicity (see back for definitions)

- Caucasian
- African American
- Hispanic/Latino
- Asian/Pacific Islander
- American Indian
- Other
- Declined to Respond

Gender

- Female
- Male

Citizenship (see back for definitions)

- Citizen
- Foreign National
- Non-resident Alien
- Resident Alien
- Substantial Presence

Country of Citizenship: _____

Credit Hours Enrolled for Current Term: _____

- Work Study
- Non-work Study

Mailing Address: _____
Street/P.O. Box City State Zip

Phone Number: () _____

Permanent Home Address: _____
Street/P.O. Box City State Zip

Hiring Information

Hired by Department: _____ First Worked Day: _____

Paycheck Information

How do you want to receive your paycheck?

- Direct deposit. Please attach a voided check.
- Pick up at the Payroll Office window on pay day. (690672)

Emergency Contact Information

Name: _____

Address: _____

Phone: _____

**For Office Use Only
Entered:**

Definitions

Ethnicity

| | |
|-------------------------------|---|
| Caucasian | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East |
| African American | A person having origins in any of the Black racial groups of Africa. |
| Hispanic/Latino | A person of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race. |
| Asian/Pacific Islander | A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, Guam, Hawaii, Japan, Korea, the Philippine Islands, and Samoa. |
| American Indian | A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| Other | Reporting more than one race. |
| Declined to Respond | |

Citizenship

| | |
|-----------------------------|--|
| Citizen | Employees who are United States citizens; those born in the U.S., as well as those who have legally obtained citizenship. |
| Foreign National | Employees who are citizens of a foreign country, live and work in that country and are paid through the Oregon University system payroll. |
| Non-Resident Alien | Employees who are foreign students, foreign professors, or foreign researchers; unless they qualify for substantial presence. |
| Resident Alien | Employees who have been admitted to the United States under a permanent immigration visa, or have been granted a green card. |
| Substantial Presence | Employees who have resided in the United States for at least 31 days in the current year and 183 days during a 3-year period that includes their current year and the two preceding years. |