

# EMPLOYEE DATA FORM

(ALL DATA MUST BE COMPLETED FOR PAYROLL PROCESSING)

\*Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Known By: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  Male  Female

Title:  Mr.  Mrs.  Miss  Ms.  Dr.  Rev.  Sr. Suffix:  DDS  PhD  MD  SJ  Jr.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Status:  Single  Married

Department: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Registered Disabled:  Yes  No

Religion:

- Baptist
- Buddhist
- Catholic
- Eastern Orthodox
- Episcopal/Anglican
- Evangelical
- Hindu
- Jewish
- Lutheran
- Methodist
- Muslim
- Other Christian
- Other Non-Christian
- Presbyterian
- UCC
- Not Applicable

Cleric Religion:

- Not Applicable
- Jesuit
- Non-Jesuit Catholic Clergy
- Other Non-Catholic Clergy
- Women Religious

- Veteran Status:
- Not a Veteran
  - Disabled Veteran
  - Disabled Vietnam Veteran
  - Vietnam Veteran
  - Other Eligible Veteran
  - Other Eligible Disabled Veteran

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

- Ethnic Origin: Are you Hispanic or Latino?
- Yes, I am Hispanic or Latino
  - No, I am not Hispanic or Latino

\* If you have previously been issued an MUID and your name has changed, you must submit a Name Change Request Form, available from the MU Central web site. A Marquette University Identification Number (MUID) is issued to students, student applicants, parents, and employees.

No matter what you selected above, please continue to answer the following question.

What is your Race? (Select one or more)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Highest Degree Obtained:  High School  GED/HED  Associate  Bachelor  Master  PhD  DDS  MD  JD

Date Received: \_\_\_\_\_ Institution Name: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Relation to Employee: \_\_\_\_\_

**Send completed form to Human Resources IMMEDIATELY (Before Date of Hire) by email, fax or regular mail**

Marquette University, Department of Human Resources, Straz Tower Rm. 185

P.O. Box 1881

Milwaukee, WI 53201-1881

(414)288-7305 Fax: (414)288-7425

Email: [humanresources@marquette.edu](mailto:humanresources@marquette.edu)