

Lieuallen Administration 306 | 503-838-8490 | hr@wou.edu | wou.edu/hr

Employee Information Form

Legal Name as Printed on Social Security Card: (I.ast. First, Middle) Social Security Number Preferred First Name (if different) Primary Phone Number: Personal Email (Optional) HR/Payroll Address: Gity State Zip County HR/Payroll Address: Gity State Zip County Preferred WOU Faculty/Staff Email Address Name (see formatting below) Example: doej@wou.edu for Jane Doe	Section 1: Employee Information						
HR/Payroll Address: City State Zip County Preferred WOU Faculty/Staff Email Address Name (see formatting below)	Legal Name as Printed on Social Security Card: (Last. First, Middle)			Social Security Number			
HR/Payroll Address: City State Zip County Preferred WOU Faculty/Staff Email Address Name (see formatting below)							
HR/Payroll Address: City State Zip County Preferred WOU Faculty/Staff Email Address Name (see formatting below)	Preferred First Name (if different) Primary Phone Number:			Personal Email (Optional)			
Street/PO Box City State Zip County Preferred WOU Faculty/Staff Email Address Name (see formatting below) Example: doej@wou.edu for Jane Doe Last Name First Letter of First Name Section 2: Emergency Contact Information Name Relationship Phone Number (,		
Street/PO Box City State Zip County Preferred WOU Faculty/Staff Email Address Name (see formatting below) Example: doej@wou.edu for Jane Doe Last Name First Letter of First Name Section 2: Emergency Contact Information Name Relationship Phone Number (1		
Example: doej@wou.edu for Jane Doe		City		State	Zip	County	
Example: doej@wou.edu for Jane Doe					*		
Last Name First Letter of First Name Section 2: Emergency Contact Information Name Relationship Phone Number () Section 3: Employment Information/Job Location Start Date Department Position Location Job Duties will be Performed: Monmouth, Oregon Other:	Preferred WOU Faculty/Staff Email Address Name (see formatting below)						
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Section 3: Employment Information/Job Location Start Date Department Department Iocation Job Duties will be Performed: Monmouth, Oregon Other: Type of Appointment: Unclassified Professional Unclassified Faculty Temporary Employee Bection 4: Other Employment Have you ever been on Western Oregon University payroll? Yes No							
Start Date Department Position Location Job Duties will be Performed: Monmouth, Oregon Other:							
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Type of Appointment: Unclassified Professional Classified Staff Graduate Assistant Unclassified Faculty Temporary Employee Section 4: Other Employment Have you ever been on Western Oregon University payroll? Yes No	Start Date Department			Position			
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Type of Appointment: Image: Constraint of the provided for the	Location Job Duttes will be Performed:						
Unclassified Faculty Temporary Employee Section 4: Other Employment Yes Have you ever been on Western Oregon University payroll? Yes	Type of Appointment:	Unclassified Profess	Unclassified Professional Classified Staff Graduate Ass			Graduate Assistant	
Have you ever been on Western Oregon University payroll? Yes No	Type of Appointment.	Unclassified Faculty	7	Temporary Employee			
	Section 4: Other Employment						
	Have you ever been on Western Oregon Uni	versity payroll?		Vec			
If yes, when?				165			
If yes, when r							
	If yes, when?						
Are you currently employed by another Oregon Public University?				Yes		No	
If yes, what institution? FTE?				FTE?			
Section 5: Retirement Plan Status							
Are you an Oregon PERS member? Yes No	Are you an Oregon PERS member?			Yes		No	
If yes, from what agency? Tier?	If yes, from what agency?			Tier?			
Are you a member of the Oregon Public Universities Retirement Plan (ORP)?	Are you a member of the Oregon Public Universities Retirement Plan (ORP)?		(ORP)?	Yes No		No	
If yes, where? Investment company? TIAA or Fidelity				Investment company? TIAA or Fidelity		TIAA or Fidelity	
Section 6: Signature							
Employee Signature Date	Employee Signature		_	Date			