

# Personal Data Sheet

## All Fields are Required

- Staff  
 Faculty  
 Student

(Please Type or Print Clearly)

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
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(ABOVE NAME MUST MATCH NAME ON SOCIAL SECURITY CARD)

<b>Preferred Name if Different</b>	<b>Home E-mail</b>
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<b>Home Address (Must be in Texas)</b>	<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip Code</b>
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<b>Mailing Address (If different)</b>	<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip Code</b>
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<b>Home Telephone Number</b>	<b>Social Security Number</b>	<b>Birthdate</b>
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A social security number (SSN) **MUST** be provided. If you do not have a SSN, you must provide a copy of your SSN application receipt.

<b>Starting Salary</b>	<b>Hiring Supervisor's Name</b>
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<b>Job Title</b>	<b>Department</b>
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**\*Gender :**

- Female  
 Male

**Highest Educational Level:**

- B-Less Than High School  
 C-High School Grad or Equivalent  
 D-Some College  
 E-Technical School  
 F-2 Year College Degree  
 G-Bachelors Degree  
 H-Some Graduate School  
 I-Masters Degree  
 J-Doctorate (Academic)  
 K-Doctorate (Professional)  
 L-Post-Doctorate  
 M-First Professional  
 N-Post-Masters  
 O-Specialist

**Marital Status:**

- Divorced  
 Married  
 Separated  
 Single  
 Widowed

**Citizenship Statement:**

- Citizen of the United States  
 Lawful Permanent Resident  
 #Alien authorized to work in the U.S.A.

**\*Race/Ethnicity:**

- White – (not of Hispanic Origin) *A person having origins in the original people of Europe, North Africa or the Middle East*  
 Black – (not of Hispanic Origin) *A person having origins in any of the black racial groups of Africa or the Caribbean*  
 Hispanic – *A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race*  
 Asian– *A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent (i.e., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam)*  
 Native Hawaiian/Other Pacific Islander – *A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands*  
 American Indian/Alaska Native – *A person having origins in any of the original people of North or South America and who maintains tribal affiliation or community attachment*

**\*Disability Status:** (Voluntary Disclosure)

- No/None Disclosed  
 Yes, I have a physical or mental impairment substantially limiting a major life activity  
 Disabled Veteran – *A Veteran with a service-connected disability or receiving compensation, disability retirement benefits or pension from the military or VA*

**Have you ever worked for a State of Texas Agency?**

- No  
 Yes If yes, please give name of agency: Were you in  TRS or  ORP?  
 Is this a **direct transfer** from another State of Texas agency?  No  Yes

**\*Veteran Status:** Are you a Veteran of the U.S. Military? (Voluntary Disclosure)

- No/Not Disclosed  
 Yes If yes, please submit Veterans Questionnaire to the Office of Affirmative Action/Equal Employment Opportunity (OAA/EEO)

# A social security number (SSN) **MUST** be provided. If you do not have a SSN, you must provide a copy of your SSN application receipt.  
 \*This information is for internal purposes and/or federal/state reporting requirements. No adverse action employment action will be based upon the information you report.

## **Public Access Authorization**

The 74<sup>th</sup> Legislature passed House Bill (HB) 1718, revising the statutes related to the disclosure of certain employee information. HB 1718 requires each employee or official of a governmental body to choose whether to allow public access to information in the custody of the governmental body. If you do not want the University to make your home address, telephone number, social security number, family data, and emergency contact available to the public, you must indicate upon hire. If you need to change your options, please log into PASS and access the Release Personal Info page. **If an employee fails to declare this information as confidential, the information will be subject to public access.**

If you ask the University to deny public access to this information, it will not be used in published directories, nor included on lists of employees secured from our files under the Public Information Act by private firms or individuals. The information will not be given to **anyone else** who may request it, as long as your authorization to deny access has not been reversed. The information will be used by the University, however, for any official business purpose, including mailing correspondence and informational materials to your home address.

PLEASE CHECK **YES OR NO** FOR EACH OF THE FOLLOWING: IF YOU CHECK MORE THAN ONE, OR NONE, THE INFORMATION WILL BE SUBJECT TO PUBLIC ACCESS.

- |                          |            |                          |           |                                      |
|--------------------------|------------|--------------------------|-----------|--------------------------------------|
| <input type="checkbox"/> | <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <b>HOME ADDRESS</b>                  |
| <input type="checkbox"/> | <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <b>HOME TELEPHONE NUMBER</b>         |
| <input type="checkbox"/> | <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <b>SOCIAL SECURITY NUMBER</b>        |
| <input type="checkbox"/> | <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <b>FAMILY INFORMATION</b>            |
| <input type="checkbox"/> | <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <b>EMERGENCY CONTACT INFORMATION</b> |

## **Department of Defense Inquiry**

Section 2397 of Title 10, United States Code, applies to certain former Department of Defense employees (military service does not apply) seeking employment on a University of Houston/D.O.D. funded contract in excess of \$100,000. Therefore, it is important that you complete the following to certify your eligibility for your current and future jobs at the University of Houston.

1) Have you ever been employed by the Department of Defense?  Yes  No

2) If the answer is yes, please provide the following information:

Dates of employment with the D.O.D \_\_\_\_\_

Job titles or ranks held \_\_\_\_\_

A brief description of duties for each position held \_\_\_\_\_

## **Selective Service Registration**

Effective September 1, 1999, House Bill (HB) 558, Section 651.005 prohibits an agency in any branch of state government from hiring a person as an employee if the person is of the age and gender that would require a person residing in the United States to register with the selective service system under federal law, unless the person presents proof of the person's registration with the selective service system, or proof of the person's exemption from registration with the selective service system. (See [www.sss.gov](http://www.sss.gov) for more details.)

I am required by law to be registered with the selective service system.

**Acknowledge Card #** \_\_\_\_\_ **Eligible Date** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

I am exempt from Selective Service Registration because:

- I am female  I am a male who is not between the ages of 18 and 26 years of age  
 I am a lawful non-immigrant on a visa (International employees on F visa, J visa or H1-B visa.)

## **Direct Deposit Acknowledgement**

Texas Government Code, Section 403.016 requires that salary payments must be deposited directly into employees' accounts in financial institutions. To comply with this Code, employees must arrange for salary payment to be made through direct deposit to the employee's bank account. If circumstances currently do not permit you to have a bank account, please complete a Bank of America CashPay Enrollment Form and submit it to Payroll.

**I certify that I understand that I am required by Texas Government Code, section 403.016 to arrange for payment of my salary by direct deposit to a financial institution.**

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Employee's Initials: \_\_\_\_\_

## **Patent Disclosure and Assignment Agreement**

This is an agreement between the University of Houston and the undersigned employee to fulfill provisions of the University's policy on intellectual property, codified as Board of Regents Policy 21.08. In consideration of my employment by the University, and for other valuable consideration, I agree as follows:

1. I will notify the University (or any individual, corporation, or governmental agency which the University may specify) of any invention which I or persons under my supervision conceive during the period of my University employment.
2. I will prepare, without notification, a disclosure statement in the form promulgated by the University and disclosing that information required by the University.
3. In accordance with the University's policy on intellectual property, I hereby assign to the University or its nominee or assignee all intellectual property rights I may have to any such invention in the United States and foreign countries, and I will supply all information and execute all papers necessary for the purpose of prosecuting patent applications on such inventions.

By signing below, I certify that I understand that I am entitled to share in revenue received by the University in a manner consistent with Board of Regents Policy 21.08 and as established by separate agreement at or following the date of disclosure. I further understand that the University may and will rely upon this agreement in making contracts with others in which the University may undertake obligations with respect to inventions and discoveries of its employees.

## **PASS**

As soon as you receive your employee ID but no later than 2 weeks after your start date, it is your responsibility to enter and maintain the following information in PASS (People Advantage Self Service). For help with PASS please go to <http://www.uh.edu/adminservices/PASS>.

- Direct Deposit
- W-4
- Emergency Contacts
- Add additional email addresses, phone numbers and mailing address if needed
- Complete Mandatory Training within 30 days

## **Instructions for PASS**

1. Go to <http://my.uh.edu/> and log onto PASS.
2. Your User ID is your PeopleSoft Employee ID.
3. If a default password was not emailed to you or you have forgotten your password, select the "Forgot Your Password?" link and follow the prompts. You will be required to change your password from the default emailed to you and then log back in with your new password.
4. Once you log in, you will see a link to PASS on the top left of your screen. Click "P.A.S.S. Site."

## **Personnel Documents Receipt**

I certify that I have been furnished copies of the following:

(Click on the item to view the details)

1. [Political Aid and Legislative Influence Prohibited \(SAM 02.A.39\)](#)
2. [Ethical Conduct for Employees \(SAM 02.A.29\)](#)
3. [State Purchasing and General Services Act \(Govt. Code 2151.002\)](#)
4. [Dual Office Holding \(Govt. Code ch.574\) 73<sup>rd</sup> Legislature of Texas.](#)
5. [UH System Board of Regents Policies](#)
6. [Drug and Alcohol Abuse Prevention Policy](#)

I certify that the above information (on all three pages) is true and correct to the best of my knowledge.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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Employee's Initials: \_\_\_\_\_

# New-Hire Process FAQs

## Why am I being sent to Human Resources?

Our HR Reps will do the following three things:

1. Make sure you are set up in our system as an employee.
2. Fill out a Federal I-9 form, which is required by the United States government for all employees.
3. Help you set up a payroll direct deposit account or a bank card so you can get paid.

## How long does this process take?

Certain times of year are very busy for us, but we will make every effort to shorten your wait.

*You can help by coming prepared:*

1. **PeopleSoft ID.** If you are a student, the PeopleSoft ID is your Student ID. If you are new to UH and do not know your PeopleSoft ID, we can look it up or create one for you.
2. **Password.** This is the password for your PeopleSoft ID, and it may be different from the password you use to log in to other UH systems or web pages.

Before coming to HR, try logging in to [pass.uh.edu](http://pass.uh.edu). If your password does not work, please request a reset using the instructions on the PASS website.

3. **I-9 Documents.** Most employees use either a US Passport or a combination of driver's license and Social Security card for their I-9 documentation, but you may use any legal combination of documents defined by the USCIS. Please see "Documents for I-9 Completion" at <http://www.uh.edu/human-resources/forms/index.php>. Note that all documents must be original and unexpired. This is a United States law and we cannot make exceptions.

If you do not have the documents you need, please call us at 713-743-3988 or send an email to [csc@uh.edu](mailto:csc@uh.edu) so we can advise you.

4. **Banking Information.** You will be setting up your payroll direct deposit, so you will need your bank account number and routing number. If you do not have a bank account, you can set one up at any bank, including Woodforest in the University Center.

If you do not want to use a bank, you may ask HR to give you a bank card application. You will then receive your paychecks via deposit to your card.

The University of Houston does not issue manual paychecks, other than in exceptional circumstances.

## **Additional Information for Foreign Nationals:**

Please come prepared with the following documents to demonstrate identity and work eligibility:

- Passport with most recent visa stapled inside.
- Most recent I-94 card or printout from <https://i94.cbp.dhs.gov/I94/request.html>
- Original approval notice (not a copy) of your most recent immigration status. This may be, but is not limited to:
  - I-20 (F-1)
  - DS-2019 (J-1)
  - I-797 (H-1B)
  - I-797C (TN) \*
  - EAD Card (OPT and various other statuses)

If you are unsure what documents you should bring, please call us at 713-743-3988 or send an email to [csc@uh.edu](mailto:csc@uh.edu).

\*NOTE: An individual in TN status might not have a visa or I-94. This is not an error and is related to NAFTA.