FACULTY PAYROLL INFORMATION SHEET

This form is to be completed by a new faculty employee once a position has been accepted with the University of South Alabama. The information is used to set up new employees in the Payroll System and for federal reporting purposes. Please print.

_____
Full Name (as it appears on Social Security Card)

_____
Preferred First Name (if different than name above)

_____
Social Security Number

_____
Gender

_____
Date of Birth (mm/dd/yyyy, for example 12/21/1977)

_____
University of South Alabama Issued Email Address*

Citizenship (select one):
   Non-Citizen
   Permanent Resident
   U.S. Citizen

Race/Ethnicity:
Are you Hispanic/Latino?
   Yes   No

What is your race?
Select all that apply:

   White

   Black or African-American

   American Indian or Alaskan Native

   Native Hawaiian or Other Pacific Islander

   Asian

*To request your University email account, you must first have a J-Number. If you are new to the University, please allow 5 business days after submitting the completed Faculty Payroll Information Sheet, and then contact your department to request your J-Number.

You can then request a University email account by accessing the following link, southalabama.edu/services/jagnet/request.html. This email account is where all official University correspondence will be sent. Access the account as soon as it is activated and begin checking it regularly.

If you are part of the University of South Alabama's Health System, please verify with your supervisor which email system is used by your department before establishing an email account.

Faculty are paid on a <u>monthly</u> basis.

The Social Security **NAME** you provide above replaces any other name already in use in the Student, Finance, and/or Alumni components of the USA Banner system.

Have you ever been a student or employee at USA and/or USA HealthCare Management LLC?   Yes   No

If yes, please provide your **NAME**, if different from your present **NAME**, _____.

If you were a previous employee, please provide job title _____, department name

_____ and dates of employment from ___/___/___ to ___/___/___.

I have accepted a position as _____, in the Department of

_____ at the University of South Alabama beginning ___/___/___.

_____   _____
Signature   Date

_____
J Number (HR/Academic Office Use Only)   revised 08-03-22