USA

PAYROLL INFORMATION SHEET

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

_____
Name (as it appears on Social Security Card)

_____
Preferred name if different than name above*

_____
Social Security Number

_____
Gender (Male or Female)

_____
Date of Birth (MM/DD/YYYY, for example 12/21/1977)

Citizenship (select one):

    Non-Citizen
    Resident Alien
    U.S. Citizen

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

What is your race?
Select all that apply:

01 White

02 Black or African - American

03 American Indian or Alaskan Native

04 Native Hawaiian or Other Pacific Islander

05 Asian

Faculty positions are paid on a monthly basis and non-faculty, non-administrative positions on a bi-weekly basis.

If Administrative position, paid: ☐ Biweekly pay or ☐ Monthly pay

The Social Security name you provide 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? ☐ Yes or ☐ No
If yes, please provide your name if different from your present name as it appears on your Social Security Card. _____

I have accepted a position as _____, in the

Department of _____effective _____, at the

University of South Alabama.

_____
Signature

_____
Date

_____
J Number (HR USE ONLY)

PPAIDEN FORM, Revised 01/01/2019