

University of Washington - Tacoma

PERSONAL DATA FORM (For departmental/payroll use only)

WHEN DO YOU EXPECT TO GRADUATE: MONTH _____ YEAR _____

☐ Staff Hire

☐ Faculty Hire

☐ Temp Staff Hire

☒ Student Hire

New Employee Information for Workday

Employee Name (Last, First & M.I.):		Social Security Number :	
UW Email:		Gender (circle one): M / F	Birthdate:
Citizenship (please choose one): <input type="checkbox"/> US Citizen <input type="checkbox"/> Foreign National <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other (please explain):		Personal Phone: Work Phone:	Currently working at the UW in another department: Yes / No

Address Information

Local Address		Permanent Address (If other than Local Address)	
Street, Apt. #, Rt., Etc.		Street Apt. No., Route, Etc.	
City		City	
County	State	County	State
Zip Code		Zip Code	

Emergency Contact Information

Emergency Contact Name:	Day Phone:	Evening Phone:
Alternate Emergency Phone:		

Education

(check one- student hire) <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Student	Academic Program Enrolled in (student hire): No. of credits this quarter:	Student ID Number:												
(Check one – all employees) <table border="0"> <tr> <td><input type="checkbox"/> 01 No Academic Credit</td> <td><input type="checkbox"/> 04 High Sch. Diploma/Eqv.</td> <td><input type="checkbox"/> 07 Assoc. of Arts</td> <td><input type="checkbox"/> 10 Professional Degree (e.g., M.D., D.D.S., J.D.)</td> </tr> <tr> <td><input type="checkbox"/> 02 Grade School</td> <td><input type="checkbox"/> 05 Trade Sch. Certificate</td> <td><input type="checkbox"/> 08 B.A. / B.S.</td> <td><input type="checkbox"/> 11 Ph.D.</td> </tr> <tr> <td><input type="checkbox"/> 03 Some High School</td> <td><input type="checkbox"/> 06 Some College</td> <td><input type="checkbox"/> 09 M.A. / M. AS.</td> <td><input type="checkbox"/> 12 Other Degree (e.g. Dr. of Education, Dr. of Science)</td> </tr> </table>			<input type="checkbox"/> 01 No Academic Credit	<input type="checkbox"/> 04 High Sch. Diploma/Eqv.	<input type="checkbox"/> 07 Assoc. of Arts	<input type="checkbox"/> 10 Professional Degree (e.g., M.D., D.D.S., J.D.)	<input type="checkbox"/> 02 Grade School	<input type="checkbox"/> 05 Trade Sch. Certificate	<input type="checkbox"/> 08 B.A. / B.S.	<input type="checkbox"/> 11 Ph.D.	<input type="checkbox"/> 03 Some High School	<input type="checkbox"/> 06 Some College	<input type="checkbox"/> 09 M.A. / M. AS.	<input type="checkbox"/> 12 Other Degree (e.g. Dr. of Education, Dr. of Science)
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Hiring Department Information – To be completed by Supervisor or Program Administrator

New Employee Title:		Department Name: Teaching & Learning Center	
Quantitative Tutor	Writing Consultant	Office Assistant	Pay Costing Allocation (budget): 06-0306
Supervisor Name: Dwayne Chambers Ashley Burchett Cara Hale		Supervisor Phone: 253-692-4778 253-692-5938 253-692-5781	Box Number 358453