

Employee Information Form

Personal Information (Please Print)		
Gender: <i>(check one)</i> <input type="checkbox"/> Male <input type="checkbox"/> Female	Today's Date:	
First Name and Middle Initial:	Last Name:	
Home Address (Permanent Address):		WVU ID#:
City:	State:	Zip code:
Birth date:	Home Phone:	
WVU Email:		
Educational <i>(if none please leave blank):</i> Highest college degree attained: _____ Year: _____		
Marital Status: <i>(check one)</i> <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed	Nationality: <i>(check one)</i> <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien	

Employment Information	
What is your ethnicity? <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino Select one or more races to indicate what you consider yourself to be. <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian / Other Pacific Islander <input type="checkbox"/> White	Veterans Status: <i>(check one)</i> <input type="checkbox"/> Not a veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Disabled Vietnam and other Protected Veterans <input type="checkbox"/> Newly Separated Veteran <input type="checkbox"/> Newly Separated and Disabled <input type="checkbox"/> Newly Separated and Other Protected <input type="checkbox"/> Newly Separated, Disabled and Other Protected <input type="checkbox"/> Other Protected Veteran <input type="checkbox"/> Veteran (not used for legislative reporting) <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Vietnam Veteran, Newly Separated <input type="checkbox"/> Vietnam Veteran, Newly Separated and Disabled <input type="checkbox"/> Vietnam Veteran, Newly Separated and Other Protected <input type="checkbox"/> Vietnam Veteran, Newly Separated, Disabled and Other Protected <input type="checkbox"/> Vietnam and Other Protected Veteran
Current Military Service: <input type="checkbox"/> Military Reserves <input type="checkbox"/> National Guard	
Place of Employment/ Department Name:	Scheduled Start Date:

Emergency Contact Information		
Contact First Name and Middle Initial:	Contact Last Name:	
Gender: <i>(check one)</i> <input type="checkbox"/> Male <input type="checkbox"/> Female		
Contact Home Address:		
City:	State:	Zip code:
Contact Home Phone:	Contact Work Phone:	

Steps to Complete the Employee Information Form

Completing the employee information form is the first step in getting your WVU Login account and, consequently, your email account set up.

1. Complete the form.
2. If you have a current Login account, please enter it by the email address.
3. Add your office address and phone number to the form.
4. Add your supervisor's name to the form.
5. Indicate if you already have a WVU email account. (This could apply if you have worked at WVU before or if you have been a student or are currently a student.)
6. Call Jan Norman at 304-293-8952 to give her your Social Security number (SSN). **Do not send your SSN through the mail, email or fax it.**
7. Send or fax the completed form to:
EBO/Extension Human Resources
ATTN: Jan Norman
410 Knapp Hall
PO Box 6031
Morgantown WV 26506-6031
Fax: 304-293-4565

Follow up:

1. If it's been more than a week since you mailed/faxed your form, check the status of the account by emailing [EHRpayroll](#) or calling 304-293-8952.