



DOÑA ANA COMMUNITY COLLEGE

EMPLOYEE INFORMATION SHEET

Each new employee is responsible for providing the following information. This information is essential to processing employment forms. Failure to provide this information will delay payroll.

Requisition #: \_\_\_\_\_

NAME: \_\_\_\_\_  
First MI Last

Date Prepared: \_\_\_\_\_

Banner Number: \_\_\_\_\_ or Social Security Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_  
Street City State Zip

Residential Address: \_\_\_\_\_  
Street City State Zip

Citizenship: U.S. Citizen  Non-U.S. Citizen:  If non-U.S. Citizen, Visa Type/Number: \_\_\_\_\_

Previously Employed at NMSU: No  Yes  When? \_\_\_\_\_

ERB Retiree? No  Yes  Return to Work Program Approved? No  Yes

Currently Employed Elsewhere at NMSU: No  Yes  Department: \_\_\_\_\_

Currently Employed at a PERA or other ERB employer: No  Yes  Which employer? \_\_\_\_\_

Highest Degree Earned: \_\_\_\_\_ From what institution? \_\_\_\_\_ Graduation Date: \_\_\_\_\_

HIRING DEPARTMENT: DA \_\_\_\_\_ ORG #: \_\_\_\_\_ Index #: \_\_\_\_\_ Position #: \_\_\_\_\_

Position Control?

Temporary Employee

Regular Employee

Job Title: \_\_\_\_\_ New Employee Status Notification sent on: \_\_\_\_\_

FTE: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_

Timesheet Org/Approver: \_\_\_\_\_ Organization Unit: \_\_\_\_\_

Department Telephone #: (575) \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_