

University of Minnesota Human Resource Information Form

New Employee

Revision to Existing Data (*changes only*)

TO BE COMPLETED BY EMPLOYEE

Legal Name <small>(as appearing on your Social Security Card)</small>	
Name:	Social Security Number:
Previous Name: <small>(if name changed)</small>	
Home/Permanent Address <small>(as stated on your W-4)</small>	
Street Address:	
City, State, Zip Code:	
Home Phone: ()	Birthdate:

RACIAL/ETHNIC GROUP IDENTIFICATION

Check one in each group. This information is private (as defined by the Minnesota Government Data Practices Act) and will not be released to the public. See reverse side for further information and definitions.

GENDER	
<input type="checkbox"/>	Female
<input type="checkbox"/>	Male
USA/CITIZEN STATUS	
<input type="checkbox"/>	Native
<input type="checkbox"/>	Naturalized
<input type="checkbox"/>	Alien
<input type="checkbox"/>	Alien Permanent
<input type="checkbox"/>	Alien Temporary

RACIAL/ETHNIC GROUP	
<input type="checkbox"/>	White Non-Hispanic
<input type="checkbox"/>	Black Non-Hispanic
<input type="checkbox"/>	Asian/Pacific Islander
<input type="checkbox"/>	American Indian/Native American
<input type="checkbox"/>	Hispanic
DISABILITY/HANDICAPPED	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

VETERAN STATUS	
<input type="checkbox"/>	Vietnam Era Veteran
<input type="checkbox"/>	Other Veteran
<input type="checkbox"/>	No Military Service
<i>If veteran, complete the disabled veteran section below:</i>	
DISABLED VETERAN?	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes



Please review reverse side.

RACIAL/ETHNIC GROUP INFORMATION and DEFINITIONS

New Employees must complete the other side of this form.

The University of Minnesota is required to collect Racial/Ethnic Group Information to comply with Federal and State record keeping and reporting requirements pursuant to Executive Order 11246, Revised Order No. 4, Section 503 of the Rehabilitation Act of Amendments of 1974, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964 and Minnesota Statutes, Section 363.073. Summary data, without names will be reported on the Integrated Post-Secondary Education Data System (IPEDS) report and the University of Minnesota's Affirmative Action Program. This information is private (as defined by the Minnesota Government Data Practices Act) and will not be released to the public. It will only be used in summary reporting format for compliance with Federal and State reporting requirements and implementation of University of Minnesota affirmative action policies. You are requested, but not required, to provide information regarding your racial/ethnic group, veteran or disability status, and there are no consequences for failing to provide it. The University may acquire this information by visual survey. This may, however, result in the collection of erroneous information. You are required to provide the other information. Failure to provide the required information (gender, social security number, and citizenship status) could result in interruption of your paycheck or benefits, or your termination.

DEFINITIONS

RACIAL/ETHNIC CATEGORIES (as defined by the Equal Employment Opportunity Commission-EEOC and Integrated Post-Secondary Education Data System (IPEDS))

White non-Hispanic – Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin)

Black non-Hispanic – Persons having origins in any of the black racial groups of Africa (except those of Hispanic origin)

Asian or Pacific Islander – Persons having origins in any of the original peoples of Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example: China, Japan, Korea, the Philippine Islands, and Samoa. The Indian Subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal Sikkim, and Bhutan.

American Indian or Alaskan Native – Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Hispanic – Persons of Mexico, Puerto Rico, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Race/ethnicity Unknown – To be used only when an employee does not self identify and the institution finds it impossible to place a person in the appropriate racial/ethnic category.

Vietnam Era Veteran: A person who served on active duty for a period of 180 days, any part of which occurred between August 5, 1964 and May 7, 1975.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 per centum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Disability/Handicapped: The Rehabilitation Act of 1973, as amended, defines a "handicapped individual" for the purpose of the program as a person who (1) has physical or mental impairment which substantially limit one or more of such person's major life activities; (2) has a record of such impairments; or (3) is regarded as having such impairment. *The completion of this section (located on the reverse side) does not constitute notification for purposes of accommodation.*