University of Idaho

Employee Data & System Set-up Form

Return to HR before your first day of employment - benefits@uidaho.edu or fax 1-208-885-3330

Name (Last, First, Middle) | Date of Birth

Social Security Number | Country of Citizenship | Marital Status

Home Address | City | State | Zip | Telephone

Are you currently receiving PERSI retirement income? **Yes_____ No_____**
Are you vested in PERSI? **Yes_____ No_____**
Previously Employed by the State of Idaho? **Yes_____ No_____**

Include all part-time and temporary employment with the University of Idaho and any other state agencies. This information is used to compute service credit.

Dates of Employment	**Location**	**Classification**	**Name Used**

The Idaho Public Records Law gives employees the right to consent or to withhold consent for release of their personal information. Please indicate your choice where indicated and sign your name. Failure to indicate a choice will be considered lack of consent. Your selection will be considered continuous from year to year unless you inform Human Resources at the University of Idaho in writing to the contrary.

May UI release your home address and telephone upon request? Yes_____No_____
May UI sell your home address and phone number for mailing lists? Yes_____No_____

- I have been informed and understand that Payroll and Benefit Services will send information regarding changes and updates to my benefits, meeting schedules and payroll information to my @uidaho.edu e-mail account.
- I acknowledge that I have been informed and understand that the benefit handbook/SPD is posted on the Benefits website: http://www.hr.uidaho.edu/default.aspx?pid=35610 Printed copies may be requested from Benefits with 48 hours notice.
- I understand that my benefit information about my plan choices, dependents enrolled and cost may be found at my benefit portal: www.avantserve.com
- I understand that my University of Idaho personal and payroll information is available to me and updateable by me through my VandalWeb portal at: https://vandalweb.uidaho.edu

Signature _____ Date _____

** This form may be returned electronically, however, your original signature must be kept on file. Please bring this with you to your new hire sign up meeting*