

University of Minnesota
BioGen Administrative Center

Departments of Biochemistry, Molecular Biology and Biophysics and Genetics, Cell Biology and Development
Human Resource Information Form

<input type="checkbox"/> New Employee	<input type="checkbox"/> Revision to Existing Data (Indicate change information only)
Legal Name (as appearing on your Social Security Card)	
Name (Last, First M/MI) please print:	Social Security Number:
	U MN Student ID (if available):
Previous Name: (if name change)	Preferred Name:
Home/Permanent Address (as stated on your W-4)	
Street Address:	
City, State, Zip Code:	
Home Phone: ()	Birthdate:
Preferred E-mail Address:	
Student/Staff Directory Exclusions Home Address and Phone will be printed in the Directory unless one of the boxes below is checked indicating an exclusion:	
<input type="checkbox"/> Do not print my Home Address in the Directory <input type="checkbox"/> Do not print my Home Address/Home Phone in the Directory <input type="checkbox"/> Do not print my Home Phone in the Directory	

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.

GENDER		ETHNICITY: Are your Hispanic or Latino?		DISABILITY/HANDICAPPED	
<input type="checkbox"/>	Female	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Male	<input type="checkbox"/>	No	<input type="checkbox"/>	No
USA/CITIZEN STATUS		RACE: Please select one or more that may apply:		VETERAN STATUS If veteran, complete the disabled veteran section below.	
<input type="checkbox"/>	Native (U.S. Citizen)	<input type="checkbox"/>	American Indian or Alaska Native	<input type="checkbox"/>	None
<input type="checkbox"/>	Alien Permanent	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Vietnam Era Veteran
<input type="checkbox"/>	Alien Temporary	<input type="checkbox"/>	Black or African American	DISABLED VETERAN	
<input type="checkbox"/>		<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	No
<input type="checkbox"/>		<input type="checkbox"/>	White	<input type="checkbox"/>	Yes

EMERGENCY CONTACT INFORMATION			
1st Contact Name:		2nd Contact Name:	
Relation:		Relation:	
Address:		Address:	
City/State/Zip Code:		City/State/Zip Code:	
<input type="checkbox"/> Home	<input type="checkbox"/> Work	<input type="checkbox"/> Cell Phone #1:	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell Phone #1:
<input type="checkbox"/> Home	<input type="checkbox"/> Work	<input type="checkbox"/> Cell Phone #2:	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell Phone #2:

ETHNIC/RACIAL GROUP INFORMATION AND DEFINITIONS

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 1973, as amended, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964 and the 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, education level, 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 (birthdate, gender, and citizenship status). Failure to provide required information could result in interruption of your paycheck or benefits, or result in termination.

Ethnicity Definition

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Racial Definitions

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. **Asian:** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. **Black or African American:** A person having origins in any of the Black racial groups of Africa. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Citizenship Definitions

Alien: DO NOT USE: Select "Alien-Permanent" or "Alien Temporary." Employees misidentified as "Alien" are reported as "Nonresident Alien." **Alien permanent (Resident alien):** Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States but who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens. **Alien temporary (Nonresident alien):** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. **Native:** U.S. citizen, regardless of birth or naturalization. **Naturalized: DO NOT USE.** Select Native if the employee is a U.S. citizen. **Unknown Citizenship Status: DO NOT USE:** Employees with missing or unknown citizenship status are reported under their ethnic group. Missing citizenship statuses should be updated or corrected in PeopleSoft.

Military Status Definitions

Disabled Veteran: A veteran (A) of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under the laws administered by the Secretary of Veterans Affairs, or (B) a person who was discharged or released from active duty because of a service-connected disability. **Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985. For more information, visit <http://www.opm.gov/veterans/html/vgmedal2.asp> **Recently Separated Veteran:** Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. **Other Protected Veteran:** A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

HRMS Entry Instructions

Ethnicity/Race: The Federal Government is separating the concepts of Ethnicity & Race.

- If the ethnicity value "Hispanic/ Latino" is marked "yes", choose "Hispanic/Latino" in the ethnic group dropdown.
- Enter ALL the racial categories checked.
- Refer to the HRIF Business Process: <http://www1.umn.edu/ohr/hrms/index.html>