



FACULTY PAYROLL INFORMATION SHEET

This form is to be completed by a new faculty employee once a position has been accepted with the University of South Alabama. The information is used to set up new employees in the Payroll System and for federal reporting purposes. Please print.

Name (as it appears on Social Security Card)

Citizenship (select one):

- ____ Non-Citizen
- ____ Permanent Resident
- ____ U.S. Citizen

Preferred name if different than name above*

Race/Ethnicity:

Are you Hispanic/Latino?

- ____ Yes ____ No

Social Security Number

What is your race?

Select all that apply:

Gender (Male or Female)

- 01 White
- 02 Black or African - American
- 03 American Indian or Alaskan Native
- 04 Native Hawaiian or Other Pacific Islander
- 05 Asian

Date of Birth (mm/dd/yyyy, for example 12/21/1977)

University of South Alabama Issued E-Mail Address*

*To sign up for your email account, you must first have a Jag#. If you are new to the University, please allow 5 business days after submitting the completed Faculty Payroll Information Sheet, and then contact your department to request your Jag#.

You can then sign up for your campus e-mail account by accessing the link, <https://jagmail.southalabama.edu/request.aspx>. This email account is where all official University correspondence will be sent. Access the account as soon as it is activated and begin checking it regularly.

If you are part of the University of South Alabama's Health System, please verify with your supervisor which e-mail system is used by your department before establishing an e-mail account.

Faculty are paid on a monthly basis.

The Social Security **NAME** you provide replaces any other name already in use in the Student, Finance, and/or Alumni components of the USA Banner system.

Have you ever been a student or employee at USA and/or USA HealthCare Management LLC?

- Yes or No

If yes, please provide your **NAME**, if different from your present **NAME**, _____.

If you were a previous employee, please provide job title _____, department name

_____ and dates of employment ___/___/___ to ___/___/___.

I have accepted a position as _____, in the Department of _____ at the University of South Alabama beginning ___/___/___.

Signature

Date

J Number (HR/Academic Office Use Only)