**PERSONAL DATA FORM**

***Confidential Employment Record***

Welcome to UC Riverside. As part of the onboarding process, we will need you to complete this form. Data collected through this form will be used to establish you as an employee at UCR. Please complete this form to the best of your ability.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | | | |
| **Legal Name (Required)** | | | |
| A name appearing on a government-issued document | | | |
| Legal First Name |  | Legal Middle Name |  |
| Legal Last Name |  | Suffix |  |
| **Lived Name (if applicable)\*** | | | |
| A self-chosen personal and or/preferred professional name used instead of legal name.  If your legal name is the same as your lived name, you do not need to fill out this section. | | | |
| Lived First Name |  | Lived Middle Name |  |
| Lived Last Name |  | Suffix |  |
| **Other Names Used (if applicable)** | | | |
| Other Names |  | | |
| **CURRENT/PRIOR UC AFFILIATION** | | | |
| **Student Affiliation** | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you a current or former UCR Student or Student Applicant?** | | **Yes** |  | **No** | |  |  |
| If yes, please provide the following: | | | | | | | |
| Attendance Dates |  | UCR NetID | | |  | | |
| **Employee Affiliation** | | | | | | | |
| **Are you a current or former UC Employee?** | | **Yes** |  | **No** | |  |  |
| If yes, please provide the following: | | | | | | | |
| UC Campus |  | Service Dates | | |  | | |
| Employee ID |  | UCR NetID | | |  | | |

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| --- | --- | --- | --- |
| **HOME ADDRESS** | | | |
| (If you did not sign-up for direct deposit or if your request for direct deposit was submitted after the UCPath cut-off, your 1st paycheck will be mailed to the address that you list below if you are in a paid appointment.) | | | |
| Street Address | | | |
| City | State | | Zip Code |
| **PERSONAL INFORMATION** | | | |
| Preferred Phone Number (required – this number will be used to contact the employee for business reasons) | | | |
| Non-UCR Email Address (required) | | | |
| Date of Birth | | Social Security #/ITIN: | |
| Highest Degree Level  Choose an item. | | Date Degree Earned (required, if you do not know the specific date put the first of the month received) | |
| **SOCIAL SECURITY NUMBER CONSENT\*\*** | | | |
| **By signing, I consent to electronically provide and transmit my social security number or ITIN**  Check if you have an ITIN instead of a social security number | | | |
| **Signature** | | | |

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| **ADDITIONAL INFORMATION ON LEGAL AND LIVED NAMES:** |
| The University of California’s policy on Gender Recognition and Lived Name, states:   * The legal name of university students, employees, alumni, and affiliates, if different than the individual’s lived name, must be kept confidential and must not be published on documents or displayed in IT Resources Systems that do not require a person’s legal name. * It is the intent of the University that implementation of the policy begins on the date of policy issuance [November 17, 2020] with full implementation of policy and procedures completed no later than December 31, 2023, for systems that do not rely on UCPath data. Systems that are dependent on UCPath data have until June 2024 to be in compliance.   UC Riverside is committed to ensuring that your personal name is kept confidential. Our Human Resources and Shared Services Centers have completed training and have signed a confidentiality agreement to uphold the university’s commitment with an understanding that in the event of a breach, the university may, as applicable and as deemed appropriate, pursue disciplinary action up to and including termination from university employment or as a volunteer. |

\*Please note: Where applicable internal and external systems will display your lived name.

\*\*The University of California is committed to securing employee personal data. As we prepare to onboard you and update our records to include your information, we will need your social security number for onboarding and payroll purposes. While you may have provided this information on your form I-9, this request is to further expedite and improve your onboarding experience.