

DATE OF EMPLOYMENT

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EMPLOYMENT STATUS

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PERSONNEL DATA FORM

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|-----------------------------|---------|---------------|-----------|
| Employee Name: | | | |
| Gender: | | | |
| Date of Birth (mm/dd/yy): | | | |
| Social Security Number: | | | |
| Position Title: | | | |
| Division: | | | |
| Department: | | | |
| Campus Location/Bldg: | | | |
| Supervisor: | | | |
| Highest Level of Education: | | | |
| BRCC E-mail: | | | |
| Work Phone: | | | |
| Mailing Address: | | | |
| City: | | | |
| State: | | | |
| Zip: | | | |
| Employee Cell Phone: | | | |
| Employee Home Phone: | | | |
| Employee Marital Status: | | | |
| Emergency Contact Person: | | Relationship: | |
| Emergency Contact #'s: | Primary | | Alternate |

General Ledger Account Numbers, Percentage Allocation, Position Codes and Rate of Pay

General Ledger Account numbers should be reported as the following 18 digits: xx-xxx-xx-xxxxxx-xxxxx. Take time to include the percentage(%) allocated to each GL Account number. It is okay to use additional GL Account # spaces and percentages to report on a single Position Code.

| | | Percent | | |
|-----------------------|--|---------|--------------------|-----------|
| General Ledger Acct# | | | (1) Position Code: | Pay Rate: |
| General Ledger Acct # | | | (2) Position Code: | Pay Rate: |
| General Ledger Acct # | | | (3) Position Code: | Pay Rate: |
| General Ledger Acct # | | | (4) Position Code: | Pay Rate: |
| General Ledger Acct # | | | (5) Position Code: | Pay Rate: |