



Making a Difference!

# HR/PAYROLL SET-UP FORM

Form: 4006

Revised: 05/2012

**The following information is required to set up district HR and payroll records:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**MARITAL STATUS:**

Single     Married     Divorced

Separated     Widowed

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**GENDER:**     Male     Female

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**VETERAN'S STATUS:**

I claimed Veteran's Status on my application:     Yes     No

If I claimed Veteran's Status, I also submitted a copy of my DD-214 by the application deadline:     Yes     No

**LICENSURE AND RETIREMENT INFORMATION:**

**FILE FOLDER #** (teachers only): \_\_\_\_\_    **ANNUITANT** (teacher receiving a pension from TRA):     Yes     No

**TRA #** (Teacher Retirement Association): \_\_\_\_\_    **PERA #** (Public Employees Retirement Association): \_\_\_\_\_

**EMPLOYEE OPT-OUT ELECTION FOR PHOTOS/VIDEOS:**

*According to the Minnesota Data Practices Act, 13.43, photos and videos of current and former employees are classified as private personnel data and cannot be released without the employee's consent. However, the school district may be required to provide photos and/or videos to entities that are authorized to receive the data by state or federal law. Employees who do not want their image used in photo/video transmissions for public purposes must notify the Human Resources Department, in writing. Please let us know if you wish to opt out of photos/videos by selecting the appropriate box below.*

I elect not to have my photo/video used for public purposes     You have permission to use my photo/video for public purposes.

**ETHNICITY REPORTING REQUIREMENTS:**

*All school districts are required to report to MDE individual staff data by race and ethnicity categories that are set by the Federal government. Please select the appropriate categories below. This information allows MDE to conduct research and evaluation as well as comply with Federal and state equal employment opportunity laws.*

<p><b>Select one from the category below:</b></p> <p><b>Hispanic/Latino</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><b>Select one, or more, from the list below:</b></p> <p><b>Race:</b></p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> White</p>
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**Signature:** \_\_\_\_\_    **Date:** \_\_\_\_\_