

Purpose of form

Form 11PE201E (P-1-D) is used to provide additional employment information.

Instructions

Employee Social Security number: Number shown on Social Security card.

User ID: Enter OKDHS employee User identification number (U-number).

Employee name: Indicate name as shown exactly on Social Security card, including other names used.

Race. Indicate race. **See special note on form.**

Education: Indicate highest level completed.

Routing

Form 11PE201E (P-1-D) is completed at the time the employee enters on duty and submitted to Human Resources Management Division (HRMD) with Form 11AD068E (ADM-68), Report of Accession, packet.

This form is also used to request criminal background investigations on employees. For positions requiring a criminal background investigation, the employee completes the form and the local office submits a copy of the form through division channels to request a background investigation from Oklahoma State Bureau of Investigations (OSBI). The original of the form is then scanned or routed to HRMD with the Form 11AD068E packet.