



Payroll and EEOC Reporting Information

Employee information (must complete)

Enter name exactly as appears on Social Security card.

Form with fields: Employee Social Security number, Gender (Male/Female), Date of birth, Employee last name (First/Middle), Mailing street address (City/State/Zip), Area code/Main phone/County name/U.S. citizen (Yes/No), and military obligation question.

Person to contact in case of emergency

Form with fields: Name, Area code, Phone, Relationship, Street address, City, State, Zip.

Race-ethnicity (optional) This information is requested for statistical purposes: The information requested will be used to comply with reporting requirements. This information will be maintained separately from your personnel files. Disclosure is voluntary on your part. If you do not wish to disclose this information, it is your option. You may check more than one option:

- White [] • Hispanic [] • Black [] • Alaskan native []
• American Indian, verification required. See special note below. []
• Asian or Pacific Islander [] • American Indian - without verification []
• Other [] • Do not wish to disclose []

Special note: Any person who lists American Indian as race or national origin must, within 30 days of his or her appointment, verify tribal affiliation by providing a Certificate of Degree of Indian Blood from the U.S. Department of Interior, Bureau of Indian Affairs, or by providing the name and address of tribal officials who can verify tribal affiliation. If unable to provide verification, check American Indian - without verification.

Employee signature Date

Purpose of form

Routing: Form 11PE201E (P-1-D) is completed at the time the employee enters on duty and is 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.