

Employee Onboarding Data

Employee Details

Full Legal Name _____

Preferred Name _____

Mailing Address _____

Phone Number _____ Email _____

Provide your UTA ID if you were previously an employee or a student. _____

Information Request

An administrative assistant will contact you to gather your Social Security Number and date of birth.

Section 7(7) of the Privacy Act of 1974 (5 U.S.C.552a) requires that when any Federal, State or local government agency requests an individual to disclose his/her social security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, employees or applicants for employment are advised that disclosure of an employee's social security number (SSN) is required as a condition for employment within the University of Texas System and its Members, in view of the practical administrative difficulties which would be encountered in maintaining adequate employee records without the continued use of the SSN.

Signature

Date