



New Employee Information Form

EMPLOYEE INFORMATION

Name (Last, First, MI): _____

Mailing Address: _____

Home Phone #: _____

Employing Department: _____

Supervisor Name: _____

Employment Start date: _____

Employment Category
(Check One)

- Administrator/Professional
- Faculty
- Classified Staff
- Temporary Staff
- Part-Time Faculty
- Student

The information in this section will be kept confidential. It is used for reporting on new hires in accordance with federal regulations.

BIRTH DATE: _____

SEX: Female Male

U.S. CITIZEN:

Yes

No Visa: Type - _____ Green Card

ETHNIC BACKGROUND (for U.S. citizens only):

White

Black or African American

Hispanic/Latino

Asian

Native Hawaiian or Other Pacific Islander

American Indian/Alaskan Native

Two or more races

Other: _____

ACCOMODATION FOR DISABILITY NEEDED:

Yes, If yes, contact Human Resources for more information.

No

I am an hourly staff employee Yes, continue below

No, continue on reverse of page

NOTICE OF PERS ELIGIBILITY: Hourly staff who work at least 960 hours in one fiscal year are required to enroll in the Public Employees' Retirement System (PERS).

Hourly staff who work less than 960 hours may voluntarily elect membership. By electing membership in PERS, a tax-deferred percentage of each paycheck will be automatically deducted. The College will contribute a percentage of the total covered payroll to PERS.

I expect to work less than 960 hours per fiscal year, and I wish to enroll in PERS. I understand that my contributions will begin following the receipt of completed enrollment application.

I expect to work less than 960 hours per fiscal year, and I do NOT elect PERS membership at this time. I understand it is my responsibility to notify Human Resources/Payroll of any future change of election.

Continued on reverse side

PRIOR STATE EMPLOYMENT/RETIREMENT SYSTEM INFORMATION

Are you currently employed in the Montana University System? **Yes** **No**

If yes, where and date of hire: _____

Have you previously been employed by the Montana University System? **Yes** **No**

If yes, list employers and approximate dates worked: _____

Have you ever participated in a retirement system for public employees? **Yes** **No**

Have you ever retired from a retirement system for public employees? **Yes** **No**

Are you still a member of any of these systems?

<input type="checkbox"/> Public Employees' Retirement System	_____	_____	_____
	Employer	Dates of Employment	Retirement Date
<input type="checkbox"/> Teachers' Retirement System (TRS)	_____	_____	_____
	Employer	Dates of Employment	Retirement Date
<input type="checkbox"/> Other _____	_____	_____	_____
	Employer	Dates of Employment	Retirement Date

I am a Part-Time Faculty member **Yes** **No**

NOTICE FOR PART-TIME FACULTY:

Part-time faculty members may elect membership in the Teachers' Retirement System (TRS) effective with the term in which the faculty member is teaching less than five (5) credits. When membership is elected, the employee will contribute a percent of gross salary to TRS and the employer will contribute its share. **NOTE:** The employee/employer contribution percentage rates are mandated by the Montana Legislature. In a subsequent semester, if the cumulative credits taught total five or more semester credits, membership in TRS, if it was not initially elected, becomes mandatory. Exception - if on the date of hire, the employee is an active, inactive, or retired member of the Teachers Retirement System (TRS) or Public Employees Retirement System (PERS) who elects to remain with his/her current retirement system. At that time, employee and employer contributions will begin.

I have been advised of my option for membership in TRS by reading the above paragraph and I am currently teaching less than 4 semester credits.

I waive membership in TRS. I understand that if my teaching load reaches five (5) semester credits, TRS membership is mandatory.

I elect membership in TRS. I understand the employee contribution will be withheld from my pay warrants and that Miles Community College will pay the employer's contribution.

I elect to remain with my current retirement system (TRS or PERS). I understand the employee contribution will be withheld from my pay warrants and that Miles Community College will pay the employer's contribution. I understand as an active member of TRS or PERS, I am required to remain a contributing member as an MCC employee.

Upon termination of my employment with Miles Community College and prior to the release of my final pay warrant, I must settle all outstanding obligations and take care of the following: COMPLETE required position assignments and RETURN all MCC property and materials; RETURN all keys to Business Office or the appropriate person; RETURN all books and PAY any library fines; CLEAR any and all debts, pay advances, telephone credit cards and/or any financial obligations through Business Services.

Signature: _____ **Date:** _____