



## 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

#### ACCOMODATION FOR DISABILITY NEEDED:

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

☐ No

#### 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: \_\_\_\_\_

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?

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 who are current members in the Montana Teachers' Retirement System (TRS) are eligible and required to be an active member with Miles Community College. Part-time faculty members who are not current members in TRS must be employed in a TRS reportable position for at least 210 hours or over 4 credits in any one fiscal year to be eligible to participate in the retirement system. The 210-hour requirement is not applied to determine eligibility each fiscal year. Rather, once an individual has met the threshold to participate in TRS in one fiscal year, the individual is required to be a member and will remain an active (or inactive) member of TRS thereafter until the member either withdraws from TRS or retires, even if the member is not employed in a TRS reportable position for at least 210 hours in any subsequent year. If the individual becomes a vested member of TRS, the member will have the option of purchasing service credit for the period of time the member was employed in a TRS reportable position before meeting the 30-day requirement for eligibility.

☐ I have been advised of the membership requirements in TRS by reading the above paragraph and I am currently teaching less than 5 credits in the fiscal year.

☐ I am a current member of 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 understand as an active member of TRS, 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: \_\_\_\_\_