

EMPLOYEE INFORMATION SHEET  
Contract Development and Information Distribution

**Wherever multiple choices are provided, please circle the selection.**

Circle one:      **New employee**      **Position Change**

**GENERAL INFORMATION (BIOGRAPHICAL)**

SSN _____	Employee ID _____	Credential or Z ID# _____
First Name _____	Middle Name _____	Last Name _____
SSN Legal Name First _____	Middle _____	Last _____ Suffix _____
Address _____	City _____	State _____ Zip _____
Home Phone _____	Email _____	Gender: <b>M</b> <b>F</b>
Semester Hours: _____	(Degree type) Educational Level: _____	Certificate: _____
ECE Qualifications: _____	Other Credentials: _____	Report to EMIS _____
Total Years Experience: _____	Authorized Years: _____	District Years Experience _____
Principal Years of Experience _____		
Race: <b>A</b> -Asian	Marital Status: <b>1</b> – Single	Birth Date: _____
<b>H</b> – Hispanic	<b>2</b> – Married	
<b>W</b> – White, Non-Hispanic	<b>0</b> – Unstated	Board Hire Date: _____
<b>B</b> – Black or African American (Non Hispanic)		
<b>I</b> – American Indian or Alaskan Native		
<b>P</b> – Native Hawaiian or Other Pacific Islander		
<b>M</b> - Multiracial		
<b>N</b> – Not Specified		

**Please Note: If employee holds more than one position, please fill out the remainder of this form for each job. If employee changes positions into a different EMIS position or assignment area please create a new job record for that position.**

**CONTRACT DEVELOPMENT (JOB SPECIFIC INFORMATION)**

Position Title _____	Position Type: <b>Regular</b> <b>Supplemental</b> <b>Temporary</b>
Type of Appointment: <b>1</b> -Certified (STRS) or <b>2</b> -Classified (SERS)	EMIS Appointment Type: _____
Report Job to EMIS: <b>Y</b> <b>N</b>	Grade level assigned (L/H) _____ / _____      Position Start Date _____
Contract Term: Beginning Date _____	Ending Date _____      Years <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>Cont</b>
Building IRN: _____	Building/Department : _____ / _____      Assignment Area: _____
Work Days in Contract _____	Salary Schedule _____      Step _____      Degree _____
Annual salary _____	Per Diem (daily rate) _____      Hourly Rate _____      Other _____
Sick: <b>Y</b> <b>N</b> Max: _____	Vacation: <b>Y</b> <b>N</b> Max _____      Personal: <b>Y</b> <b>N</b>

\_\_\_\_\_  
Hiring Authority signature/date

\_\_\_\_\_  
Employee signature/date

**PAYROLL – OFFICE USE ONLY**

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Building/Department \_\_\_\_/\_\_\_\_ Calendar start date \_\_\_\_\_ Calendar stop date \_\_\_\_\_  
First date paid: \_\_\_\_\_  
Retirement Code: STRS 450 Pay Group \_\_\_\_\_ Calendar Type \_\_\_\_\_  
SERS 400  
FICA (blank) Work Days \_\_\_\_\_ Extended Service Days \_\_\_\_\_  
Pay account \_\_\_\_\_ Maximum or % \_\_\_\_\_ Amount \_\_\_\_\_ BRDDIS Y or N  
Pay account \_\_\_\_\_ Maximum or % \_\_\_\_\_ Amount \_\_\_\_\_ BRDDIS Y or N  
Pay account \_\_\_\_\_ Maximum or % \_\_\_\_\_ Amount \_\_\_\_\_ BRDDIS Y or N  
Equal Pays: Y or N Job Status 0 – Inactive 8 - Deceased Timesheets: Y N  
1 – Active 9 - Terminated

Date reviewed by payroll \_\_\_\_\_ Payroll initials \_\_\_\_\_

EMIS DETAILS

If EMIS reporting information is different than contract information provide EMIS contract amount, work days and hours per day  
EMIS Contract Amt \_\_\_\_\_ EMIS Hours Per Day \_\_\_\_\_ EMIS Work Days \_\_\_\_\_ EMIS FTE \_\_\_\_\_  
Extended Service \_\_\_\_\_ (ESC reportable Only) Certificate: \_\_\_\_\_ EMIS SPEC ED FTE \_\_\_\_\_  
Position Code \_\_\_\_\_ EMIS Appt: 1-Certified 3-Internship 5-Veteran per ORC 3319.283  
2-Classified 4-Six hour lay teacher  
Position Type: R – Regular S – Supplemental T – Temporary  
Position Status: C - Continuing/Active A – Agency Contracted I – Individual Contracted P – Leave of Absence  
U - No Longer Employed  
HQPD: : \_\_\_\_\_ Qualified Paraprofessional \_\_\_\_\_  
Assignment Area \_\_\_\_\_ Funding Source \_\_\_\_\_ Percentage \_\_\_\_\_  
Funding Source \_\_\_\_\_ Percentage \_\_\_\_\_  
Funding Source \_\_\_\_\_ Percentage \_\_\_\_\_  
Funding choices: A – State Auxiliary Funds B – Other State Funds F – Federal Title VI-B (school age) G – Federal Title I Funds  
I - State Poverty Based Assistance Funds J-Federal Head Start Program Funds L – Local/State Foundation Funds (Other than State Unit  
Funding) N – TANF /OWF O – Other Federal Funds P – Federal Preschool Spec. Ed Part – B IDEA Federal Grant S-State Funds – Public  
Preschool Program T – Private/Tuition U – State Unit Funding X-Federal Reading First Grant Z – State Preschool Unit Funding  
Position Separation Reason \_\_\_\_\_ Position Separation Date: \_\_\_\_\_  
Separation Reasons: 1: Retirement 3: Employer initiated 5: Resigned – Took another education job in Ohio 6: Resigned – Took another  
education job out of state 7: Resigned – Other 8: Employee accepted a new position in the district 9: Deceased

Date reviewed by EMIS \_\_\_\_\_ EMIS initials \_\_\_\_\_