

**Austin Peay State University**  
**Resident Assistant/Resident Hall Director/Data Entry Form**

**PPAIDEN (Demographic Information)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Banner ID #: \_\_\_\_\_  
**(as shown on Social Security Card)**

Start Date \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Address Type: MA  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Nation: 157 (U.S.)

Gender: \_\_\_\_\_ Birth Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Citizenship: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Marital Status: \_\_\_\_\_

**PEAEMPL (Employee Information)**

Employee Class: \_\_\_\_\_

Home Department: \_\_\_\_\_ (5 digit Organization Code) **I-9 Form**  
 Check Distribution: T80000 or T99900 Form Indicator - Received  
 Current Hire: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 (Starting Date)

**PDAEDN (Tax Information)**

Deduction: Fica-Med: T01 - Exempt Deduction: FICA: T02 - Exempt

Deduction: Federal Tax: T03 (**Info taken from W4**)

Marital Status: \_\_\_\_\_ Number of Allowances: \_\_\_\_\_ Exempt: \_\_\_\_\_ (If "Y", enter as "Waived")

**NBAJOBS (Assignment Information)**

Start Date: ____ - ____ - ____	Position Number: _____
<i>Job Detail</i> Change Reason: <u>HIRE</u> Period Rate: _____ Total Payment: _____	<i>OPTIONS:</i> Add a Change w/new Effective Date End Date: ____ - ____ - ____
<i>Payroll Default</i> Timesheet Organization: T _____	<i>Job Detail</i> Status: <u>Terminated</u> Change Reason: <u>TERM</u>
<i>Job Labor Distribution: FOAP</i> Fund: _____ Orgn: _____ (Use Finance Chart of Accounts)	Acct: _____ Program: _____

Housing/Residence Life Approval \_\_\_\_\_ Date \_\_\_\_\_

Attach the following forms for new employees:

- \_\_\_\_\_ I-9 Form
- \_\_\_\_\_ Copy of Social Security Card (for payroll purposes)
- \_\_\_\_\_ W-4 Form
- \_\_\_\_\_ Direct Deposit Form