University of Minnesota Human Resources Information Form (HRIF)

***NOTE**: This is a **two page** document – you must also receive the Ethnicity/Race Group Information and Definitions Sheet*

Completed By Employee

☐ **New Employee** ☐ **Revision to Existing Data** *(changes only)*

Legal Name
(as it appears on Social Security Card)

Last _____ First _____ Middle (full middle) _____

Social Security Number: _____ Date of Birth: _____

Prior Association with the U of MN

☐ Previous Employee or Student at U of MN

ID#: _____

List any previous Names/Nicknames you may have used: _____

Home/Permanent Address
(as stated on the W4)

Street Address: _____

City: _____ State/Country: _____ Postal Code: _____

Home Phone: _____ Email: _____

(Home address and phone will not be displayed in the online directory.)

Demographic Identification

This information is PRIVATE as defined by the Minnesota Government Data Practices Act and will not be released to the public. (See reverse side for further information and definitions.)

Check one in each group:

Gender
☐ Female
☐ Male

USA/Citizenship Status
☐ Alien Permanent
☐ Alien Temporary
☐ Native

Military Status (check all that apply)
☐ Recently Separated Veteran
☐ Active Duty Wartime or Campaign Badge Veteran
☐ Armed Forces Service Medal Veteran

Disabled Veteran ☐ Yes ☐ No
Disability ☐ Yes ☐ No

Military Discharge Date: _____

The information requested below is voluntary and will be used for summary reports required by federal and state laws and regulations and to support institutional affirmative action efforts. It will not be used in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information. The questions below comply with the U.S. Department of Education's standards for ethnic and racial data collection.

1. **Ethnicity**: Are you Hispanic or Latino? ☐ Yes ☐ No
2. **Race**: Please select one or more that apply:
   ☐ American Indian or Alaska Native ☐ Native Hawaiian or Pacific Islander
   ☐ Asian ☐ White
   ☐ Black or African American

Completed by Department

Campus Office / Mail Location:

Department Name: _____

ZDept ID #: _____ Mail Delivery Code: _____

Room/Bldg: _____

Street Address: _____

City, State, Postal: _____

Campus Phone Numbers:

Campus Phone#1: _____

Campus Phone #2: _____

Off Campus Phone: _____

Off Campus Mailing Address: (complete this portion if no delivery code available)

Room/Building: _____ Street Address: _____

City, State, Postal: _____

Ethnicity/Race Group Information and Definitions

(New Employees must complete the accompanying Human Resources Information Form)

The University of Minnesota is required to collect Racial/Ethnic Group Information to comply with Federal and State record keeping and reporting requirements pursuant to Executive Order 11246, Revised Order No. 4, Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964 and the Minnesota Statutes, Section 363.073. Summary data, without names will be reported on the Integrated Post-Secondary Education Data System (IPEDS) report and the University of Minnesota's Affirmative Action Program. This information is private (as defined by the Minnesota Government Data Practices Act) and will not be released to the public. It will only be used in summary reporting format for compliance with Federal and State reporting requirements and implementation of University of Minnesota affirmative action policies. You are requested, but not required, to provide information regarding your racial/ethnic group, education level, veteran or disability status, and there are no consequences for failing to provide it. The University may acquire this information by visual survey. This may, however, result in the collection of erroneous information.

You are required to provide the other information (birth date, gender, and citizenship status). Failure to provide required information could result in interruption of your paycheck or benefits, or result in termination.

Ethnicity Definition

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Racial Definitions

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. **Asian:** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. **Black or African American:** A person having origins in any of the Black racial groups of Africa. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. **White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Citizenship Definitions

Alien: DO NOT USE: Select “Alien-Permanent” or “Alien Temporary.” Employees misidentified as “Alien” are reported as “Nonresident Alien.” **Alien permanent (Resident alien):** Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States but who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens. **Alien temporary (Nonresident alien):** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. **Native:** U.S. citizen, regardless of birth or naturalization. **Naturalized: DO NOT USE**. Select Native if the employee is a U.S. citizen. **Not Indicated or Other: DO NOT USE:** Employees with missing or unknown citizenship status are reported under their ethnic group. Missing citizenship statuses should be updated or corrected in PeopleSoft.

Military Status Definitions

Disabled Veteran: A veteran (A) of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under the laws administered by the Secretary of Veterans Affairs, or (B) a person who was discharged or released from active duty because of a service-connected disability. **Armed Forces Service Medal Veteran:** Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985. For more information, visit http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx **Recently Separated Veteran:** Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. **Active Duty Wartime or Campaign Badge Veteran:** A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.