

CENTRAL OREGON COMMUNITY COLLEGE

**EMPLOYEE PAYROLL INFORMATION**

**New employees must complete this form on the first day of employment, along with a W-4 form and an I-9 Form (with proper I.D.)**

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

TODAY'S DATE: \_\_\_\_\_

COCC ID #: 820 \_\_\_\_\_ Social Security Number: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(Street/PO Box) (City) (State) (Zip)

PERSONAL E-MAIL ADDRESS: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MARITAL STATUS: Married \_\_\_\_\_ Single \_\_\_\_\_

OREGON PERS MEMBER: Yes \_\_\_\_\_ No \_\_\_\_\_

EMPLOYEE TYPE: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temp / Irregular Wage \_\_\_\_\_ Work Study \_\_\_\_\_

STUDENT: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, number of credit hours presently enrolled: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER: Male \_\_\_\_\_ Female \_\_\_\_\_

ETHNIC ORIGIN: Do you consider yourself to be Hispanic/Latino? Yes \_\_\_\_\_ No \_\_\_\_\_

Black or African American (1) \_\_\_\_\_ American Indian/Alaskan Native (2) \_\_\_\_\_

White (5) \_\_\_\_\_ Asian (7) \_\_\_\_\_

Native Hawaiian or Other Pacific Islander (8) \_\_\_\_\_

CITIZENSHIP: US Citizen/Resident (1): \_\_\_\_\_ US Citizen **NON**-Resident (2): \_\_\_\_\_

Resident Alien (3): \_\_\_\_\_ (Name and Country): \_\_\_\_\_

**NON**-Resident Alien (4): \_\_\_\_\_ (Name and Country): \_\_\_\_\_

VETERAN: Yes \_\_\_\_\_ No \_\_\_\_\_

TOBACCO QUESTION (As required by Moda Health Plan): How would you describe your tobacco habits? Currently Use \_\_\_\_\_  
Have not used in the last 12 months \_\_\_\_\_ Never Used \_\_\_\_\_

Mail Check: \_\_\_\_\_ Pick Up Check in BEC: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

**Automatic Payroll Deposit:** Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, attach a voided check here.)

PLEASE NOTE: Your first payroll check will not be automatically deposited due to bank set-up/processing.

**DIRECT DEPOSIT IS NOT AVAILABLE TO STUDENTS**