

**NON-KSU PERSONNEL (NP) DATA FORM**

(Information for access to KSU Applications and Communications)

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| PERSONAL INFORMATION (please print) |
| First Name | Middle Name | Last Name | Suffix |
| Address | City | County | State | Zip |
| SSN | Birthday (*month/day/year*) | Non-KSU eMail Address | Phone Number |
| Gender Female Male Other | Ethnicity  Asian Multi-Racial White/Caucasian Black/African American Native American/Alaska Native Other Hispanic or Latino Native Hawaiian/Pacific islander I do not wish to disclose |
| EMERGENCY CONTACT INFORMATION (please print) |
| First Name | Last Name | Relationship |
| Address | City | State | Zip |
| Phone Number | Alternate Phone Number |
| CAMPUS INFORMATION (please print) |
| Department | KSU Supervisor Name | Employer/Agency |
| Work Location (Building) | Room Number | KSU Index Number & Org Code |
| Campus Phone Number | Working Title | KSU email Address |
| Brief Description of Duties | Assignment Begin Date | Assignment End Date |
| Needs/Access to (check all that apply) Kent State ID Flash Card Empower Approver Kent State email Banner Access Flashline Leave Approver  | Appointment Type  Non-Paid Personnel Visiting Scholar  Non-Paid Faculty Volunteer  |
| Manager Level (select one) No supervision of employees (Level 0) Directs the strategy and implementation of one or more functions; has budget responsibility (Level 7)  Supervises Student Employees only (Level 5) Directly reports to executive level with either major management responsibility within the unit Supervisory responsibility within a department, or university-wide responsibility and reporting (Level 8) but does not have responsibility for the whole department (Level 6) |

Signature Date

**For NP Personnel or Volunteers send for to Human Resources Records** **hr-records@kent.edu**

**For NP Faculty or Visiting Scholars send form to** **academic\_personnel@kent.edu**

Revised 3/7/19