

**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**](mailto:hr-records@kent.edu)

**For NP Faculty or Visiting Scholars send form to** [**academic\_personnel@kent.edu**](mailto:academic_personnel@kent.edu)

Revised 3/7/19