



Student Directory Card

NAME (as listed on Social Security Card): _____

Preferred Name: _____

Date of Birth: _____ **SSN:** _____

Mailing Address: _____

Department(s) in which you are employed: _____

Gender: Male Female

Marital Status: Single Married

Ethnicity: Please self identify yourself as either "Hispanic/Latino" or "Non-Hispanic/Non-Latino".

- Hispanic/Latino
- Non-Hispanic/Non-Latino

Race: If you selected "Non-Hispanic/Non-Latino," make a selection(s) from the list below.

Multiple selections allowed.

American Indian or Alaskan Native

Native Hawaiian or Other Pacific Islander

Asian

White

Black or African American

Online W-2 : You must select "Yes" to opt-in for online W-2 Yes No

Payroll Distribution: All newly hired students will be expected to enroll to have payroll wage payments disbursed via direct deposit.

Direct Deposit If you provided bank information to the Bursar's office, HR may use the same bank information. Student Number: _____ (Required)

Direct Deposit Indicate type of account: Checking _____ Savings _____
Please provide a "voided" check, letter from the bank, or form of verification of the routing number and account number – unfortunately, we cannot accept deposit slips.

This election will remain in full force and effect until The University of Mississippi's Department of Human Resources receives written notification from the undersigned employee of its termination in such time and manner as to allow the University and the Financial Institution a reasonable opportunity to act on it. The employee will be required to complete a new form when changing where his/her check is to be sent and present a photo ID.

Signature

Date

CONFIDENTIALITY AGREEMENT

I understand that during the course of my student employment, I may become aware of private, confidential, or other sensitive information. I hereby agree that I will neither access nor disclose such information, regardless of format, except as necessary and appropriate in the course of the performance of my duties and responsibilities as an employee of the University of Mississippi. I understand that unauthorized use or disclosure of such information may subject me to disciplinary action up to and including termination and criminal proceedings.

Signature

Date