



**PERSONAL DATA FORM – Temporary Employees**  
**University of Nevada, Las Vegas**

Employee: Please provide the following information which will be used for Workday data entry purposes.

AA: Do not attach to the hire process in Workday. Secure confidentially or shred after Workday processing.

**EMPLOYEE PERSONAL CONTACT INFORMATION**

<b>Legal Employee Name</b>	First (Given) Name	Last (Family) Name	MI (Optional)
<b>Home Address *</b> (PO Box addresses not permitted)	Street Address	City, State	Zip Code
<b>Phone and Email</b>	Phone Number	Mobile Landline	Personal Email

*\*Mailing address is confidential with the exception that home address of all new or rehired employees is reported to the State of Nevada Department of Employment, Training and Rehabilitation in accordance with NRS 606.120.*

**AFFIRMATIVE ACTION INFORMATION**

By Federal mandate this institution collects and maintains the data below.

Definitions: [https://www.dol.gov/agencies/vets/programs/fcp/federal\\_contractor\\_program\\_fs](https://www.dol.gov/agencies/vets/programs/fcp/federal_contractor_program_fs)

Additionally, each NSHE institution shall collect sex, gender identity, and sexual orientation information as required by Nevada Revised Statutes (NRS) 239B (as amended by SB109, Chapter 489, Statutes of Nevada 2021). Institutions shall use the following format to collect such data whenever race and ethnicity data are collected, including on all written and online applications for admission and employment as follows:

**What sex is assigned on your birth certificate?** (select one)

- Female
- Gender X (defined as Indeterminate/Intersex/Unspecified)
- Male

*Additional information on sexual orientation, gender identity, and pronouns may be provided by the employee during onboarding in Workday.*

<b>Date of Birth</b>	MM	DD	YYYY
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**Are you Hispanic or Latino?**

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

- Yes
- No

**Racial Category or Categories:** Please select the category(ies) with which you most closely identify (check as many as apply or none).

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White