



# UO ID Number Request Form

(Please send completed form to the Payroll Office, Oregon Hall)

Use this form to obtain a UO ID number for new unclassified employees prior to beginning the unclassified appointment process. For classified employees complete the (NEI) New Employee Information Form.

This form may also be used for other employee classes on occasion when paperwork is delayed and a UO ID is needed quickly.

## Employee Information

**Employee Type:**      Unclassified      Classified      Other \_\_\_\_\_

**SSN** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Employee Name** (As it appears on the Social Security Card.)

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

**Preferred First Name** \_\_\_\_\_

**Mailing Address**

\_\_\_\_\_ Street

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

**Department** \_\_\_\_\_

**Hire Date** \_\_\_\_\_

## Remarks

## Authorization by Department

\_\_\_\_\_  
Payroll Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payroll Administrator's Name (Printed)

\_\_\_\_\_  
Phone Number

Department Contact Email Address \_\_\_\_\_

NOTE: The Payroll Office will send an email with the new UO ID number to the departmental payroll administrator.