



## Bowling Green State University New Employee Orientation

### EMPLOYEE DATA SHEET INFORMATION

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Every employee at Bowling Green State University has an employee identification number, commonly called a “PIN” or Personal Identification Number. The PIN is necessary for a variety of processes, such as processing paychecks, obtaining a parking pass, and securing an employee ID card. The following green “Employee Data Sheet” must be completed and returned to the Office of Human Resources so that an ID Number can be assigned to an employee.

Please complete the attached Employee Data Sheet (front and back) and return it to the Office of Human Resources as soon as possible. There are two ways to do this:

1. If you are scheduled to attend a Records Information Session within the next two days, please complete the Data Sheet and return it at that time, or
2. If your first day of employment is more than two days away, mail the Employee Data Sheet in the enclosed business return envelope to the Office of Human Resources

Thank You!