



# AFFILIATE DATA FORM

Note: Affiliates can be active for 1 year; ending date is required.  
If active status needs to be extended after 1 year, a new Affiliate Data Form must be submitted.

**HR USE ONLY**  
Date: \_\_\_\_\_  
Initials: \_\_\_\_\_

Effective Date of Affiliation \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name \_\_\_\_\_ Employee ID (if known) \_\_\_\_\_  
First Middle Initial Last

Note: Employee name must match that as recorded by the Social Security Administration (SSA). If your name is not correct with SSA, you must update your records with that office.

Gender:  Male  Female Marital Status:  Single  Married

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fund \_\_\_\_\_ School/Discipline/Dept ID # \_\_\_\_\_ Program \_\_\_\_\_ Project \_\_\_\_\_

Department Name \_\_\_\_\_ Department Box \_\_\_\_\_ Department Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Supervisor ID \_\_\_\_\_ Does affiliate need a Picture ID?  Yes  No | Instructor of Record?  Yes  No

Will this Affiliate be working with Minors?  Yes  No

Reason for Affiliation \_\_\_\_\_

Highest Level of Education:  HS/GED  Associate  Bachelor  Masters  
 J.D./M.D.  Ed.D.  Ph.D.  Other Explain: \_\_\_\_\_

Citizenship Status:  A citizen of the United States  A noncitizen national of the United States  
 A lawful permanent resident  An alien authorized to work

Ethnic Origin (Ethnic Group definitions are on [page 2](#)): Are you Hispanic or Latino?  Yes  No

What is your race?  American Indian or Alaska Native  Asian  Black/African American  
Select only one  Native Hawaiian or Other Pacific Islander  White

I, \_\_\_\_\_, am volunteering my duties to the University of Southern Mississippi. I understand that I will receive no compensation from university payroll for this work now or anytime in the future. Further, I understand that this position is considered a *Non-Benefit Eligible Position*; therefore, I receive no benefits for serving in this capacity. In addition, I understand I am not covered under the University's workers' compensation plan. Additionally, the University does not carry general liability insurance for invitees on the premises who may get hurt or incur property damage while volunteering for the University of Southern Mississippi.

\_\_\_\_\_  
Affiliate's Signature

\_\_\_\_\_  
Date

**Confidentiality** - Under federal law The University of Southern Mississippi is required to collect and report data regarding the gender, racial and ethnic composition of its workforce. This information is used for reporting administrative purposes.

## The University of Southern Mississippi Approvals:

\_\_\_\_\_  
Budget Authority or Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

**Instructions:**

**Employee:** Complete and sign the form. The form can be provided in one of three ways below.

	<b>Hattiesburg</b>	<b>Gulf Coast</b>
<b>1</b>	Fax: 601-266-4541 (Human Resources)	228-214-5412 (Human Resources)
<b>2</b>	Human Resources Mail: 118 College Drive #5111 Hattiesburg, MS 39406	Human Resources 730 East Blvd Long Beach, MS 39560
<b>3</b>	Provide to hiring department.	

**Department:** Confirm that the Affiliate Data Form is signed before submitting to Human Resources.

**Do not retain a copy of this form as it contains protected information.**

**Definitions:****Addresses:**

**Home Address:** The place where the affiliate physically resides. For Foreign Nationals, the Home address must be their Foreign Address, and the mailing address will be their local address.

**Ethnic Origin:**

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black/African American:** A person having origins in any of the Black racial groups of Africa.

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

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.