



Human Resources Office

Employee Personal Information Release Form

All previous and current employee information maintained in the database management system, BANNER, is confidential and not available to personnel outside of the Human Resources Office. Processing your application and maintaining your student record requires access to personal information such as address, social security number, and birth date by individuals in the Admissions, Student Affairs, Registrar & Financial Aid Offices. This information will be kept confidential following Family Education Rights & Privacy Act (FERPA) guidelines. All human resources and payroll information will remain restricted and will not be accessible.

I, _____, authorize Human Resources to release all relevant personal information contained in BANNER.

Employee Signature

Date

(ID Number)