Instructions for Submitting your Personal Information

1. Please go to https://utah.peopleadmin.com/login and login to the Applicant Portal with your user credentials.

2. From your Applicant Homepage, select **Your Applications.**

3. From the **Your Applications** page, select **Update** for the application that displays **Collect Additional Information** under the **Status** column.

4. You will be asked to certify that you are making changes to your application. You will need to click **Yes, update this Application** to proceed:

5. You will now be asked to provide certain pieces of personal information (Citizenship Status, Social Security Number, Date Of Birth, etc.). Applicants must provide information marked as required in order to proceed. This information is used to set up your hire and for tax purposes.

   NOTE: Some applicants may not have Social Security Numbers at the time they are providing this information on their application. If you do not have a Social Security Number at the time of submitting this information, please enter "N/A" in the Social Security Number field.

   Once all the required information has been provided, select **Save & Continue** at the bottom of the screen.

Application for Accountant: New Hire Information

Save changes	Save & Continue	Check Information

New Hire Information ⌄

Go

Required fields are indicated with an asterisk (*).

New Hire Information

* Citizenship Status

Citizen ⌄

This field may be used for federal reporting and compliance, equity and diversity initiatives, and/or aggregated for internal review.

1. Permanent Resident is an individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.

2. Alien Authorized to Work is an individual who is a not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States.

3. Noncitizen National of the United States is an individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Click "here" for more detailed information.

* Social Security Number

999-12-3456

If you don't have a U.S. Social Security Number, please enter N/A. This is required for the Certiphi Background Check and for internal U of U HR hiring process and will only be shared with Certiphi Inc.

* Date Of Birth

01/01/1980

* Gender

Male ⌄

* Hispanic/Latino

No ⌄

* Race

Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White

Marital Status

Single ⌄

This field may be used for federal reporting and compliance, equity and diversity initiatives, and/or aggregated for internal review

Emergency Contact Information

* Emergency Contact First Name

Jane

* Emergency Contact Last Name

Doe

* Emergency Contact Address 1

123 Test St.

Emergency Contact Address 2

* Emergency Contact City

Salt Lake City

* Emergency Contact State

UT

* Emergency Contact Zip Code

84101

* Emergency Contact Country

USA

Same Address as Employee

No

* Emergency Contact Phone Number

555-123-4567

Same Phone as Employee

No

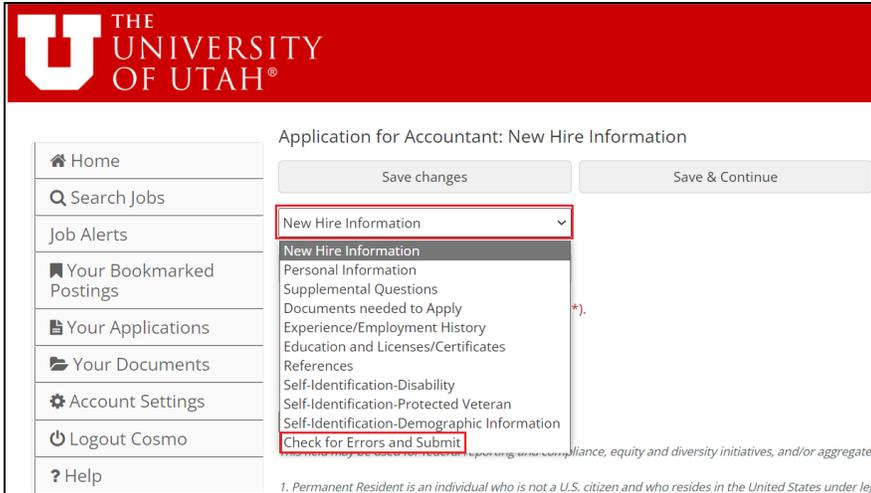*** Emergency Contact Relationship Type**

Other

| Save changes | Save & Continue | Check Information |

New Hire Information

Go

6. You will now review—but not edit—all of the information you provided during your initial application by clicking on **Save & Continue** on each page until you are brought to a page where you will be asked to **Certify and Submit** your information. If you do not want to review all of the information you provided during your initial application, you can navigate directly to **Check for Errors and Submit** on the drop down menu and then click **Go**.
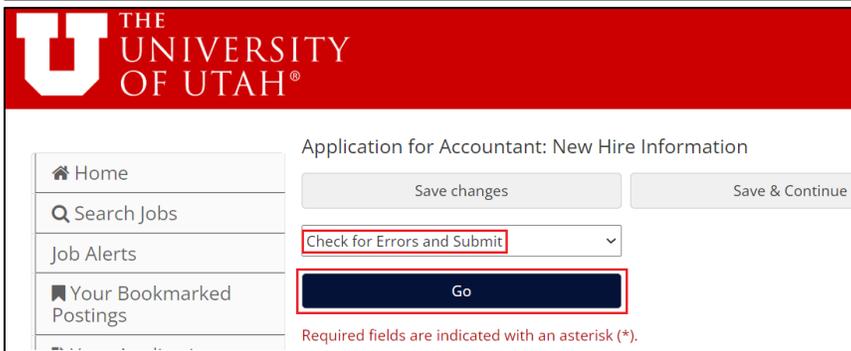
7. Click **Certify and Submit.** You will then need check the check box verifying you have read and agree to the statements, type your initials into the blank box, and click **Submit this Application**.
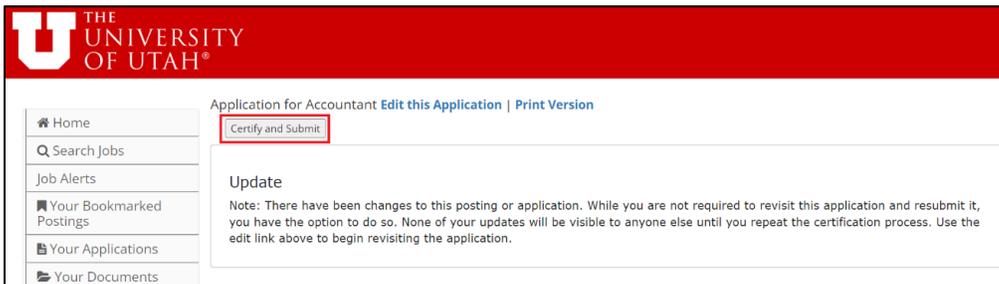
Certify and submit your Application for Accountant

Certification

I hereby authorize the University of Utah to use the services of a Consumer Reporting Agency to perform a background check when processing my application for employment. I understand that the Consumer Reporting Agency will verify my social security number and conduct a criminal background check, and may conduct additional checks on my employment, education, professional licensing, reference, motor vehicle, and/or credit history.

I understand that I have the right to review and respond to any information obtained by the University of Utah pursuant to this release. I understand that I must make a written request to review and/or respond to this information. I hereby release the University of Utah and all persons, organizations, or government agencies from any damages resulting from furnishing the information described above. I verify that the information I have provided is complete and true. I understand that any omission or misstatement may result in termination or withdrawal of a conditional offer of employment.

☐ **I certify that I have read and agree with these statements.**

Please enter your initials to verify your identity. Note: After submitting your application, only limited changes can be made with assistance from University HR. Please review your application before submitting.

[   ] [Submit this Application] or Return to Application

8. Within an hour of submitting your personal information, your application will read **Additional Information Received** on the **Your Applications** page under the **Status** column. If it does not show as **Additional Information Received** after 24 hours, please contact your department or HR representative.

Adjunct Instructor Archive	CN001999176	PRN02297F	Additional Information received Withdraw Application	January 17, 2023	Application