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|  | | | | | | | | | | | | | | | | | | | | **Employee Profile Maintenance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *This form is used to setup and maintain employees in Cardinal in order for employee expense transactions to be processed and / or Cardinal access to be granted.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *\*Denotes a required field.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reason (select one)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Add New State Employee | | | | | | | | | | | | | | | | | | | | | | | |  | Termination | | | | | | | | |  | | | Other *(please specify a reason)*: | | | | | | | | | | | | |
|  | Update Existing Employee Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
|  | Transfer To / From Other State Agency | | | | | | | | | | | | | | | | | | | | | | | |  | Employed by More Than One State Agency *(identify other agencies)* | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Business Unit *(5 digits)*: | | | | | | | | | | | | | | | | |  | | | | | | | | Business Unit 2: | | | | | | | |  | | | | | | | | Business Unit 3: | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employee Data** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Employee ID *(11 digits)*: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | *(CIPPS ID)* | | | | | | | | | | | | | | | | |
| \*Last Name: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | \*First Name: | | | | | | |  | | | | | | | | | |  | | | | | |
| Telephone Number: | | | | | | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | Employee Base: | | | | | | | | |  | Home | |  | Office |
| \*Personnel Status: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Payments Sent To: | | | | | | | | |  | Home Address | | | |
|  | | |  | Employee | | | | | | | | | | | | |  | Non-Employee | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | Mailing Address | | | |
|  | | | | | | | | | | | | | | | | | | | *(must have prior approval from Cardinal)* | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Home Address** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country: | | | | | | USA | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address 1: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address 2: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | |  | | | | | | | | | | | | | | | | | | | | | County: | | | |  | | | | | | | | | | | | | | | | | | | |
| Postal: | | | | | |  | | | | | | | | | | | | | | | | | | | | | State: | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Complete if Mailing Address is Different From Home Address** *(‘Payments Sent To: Mailing Address’ must be checked above)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country: | | | | | | USA | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address 1: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address 2: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | |  | | | | | | | | | | | | | | | | | | | | | County: | | | |  | | | | | | | | | | | | | | | | | | | |
| Postal: | | | | | |  | | | | | | | | | | | | | | | | | | | | | State: | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Organizational Data** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **HR Information:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Supervisor Information***(individual approving expenses)***:** | | | | | | | | | | | | | | | | | | | | |
| \*Employee Status: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | \*Supervisor Employee ID: | | | | | | | | | | | | |  | | | | | | | |
|  | |  | | Active | | | | |  | | | | Inactive | | | | | | | |  | Terminated | | | | | | | | Supervisor Name: | | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hire Date: | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*GL Unit: | | | | |  | | | | | | | | | | | | | | | | | | \*Department: | | | | | |  | | | | | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Default ChartField Values:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*GL Unit | | | | | | | | | | | | | | Fund | | | | | | | | | | Program | | | | | | | | | | | | \*Department | | | | | | | | | | Cost Center | | | | |
|  | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |  | | | | |
| Task | | | | | | | | | | | | | | FIPS | | | | | | | | | | Asset | | | | | | | | | | | | Agency Use 1 | | | | | | | | | | Agency Use 2 | | | | |
|  | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |  | | | | |
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| **For Processor Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entered By: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date: | | |  | | | | | | | | |