HUMAN RESOURCES
TEXAS WOMAN'S UNIVERSITY

TWU New Employee ERS Set-Up Form

Please use this form to provide the required personal information needed for a member of the TWU Benefits Team to ensure accuracy in setting up your new ERS account, or when updating an existing ERS account. ***Please return to progish@twu.edu or hand in hard copy to NEO coordinator.***

Personal Information:

First Name | Middle Initial | Last Name

Street Address | City, State | Zip Code | County

Date of Birth | Social Security Number | Gender

Contact Information:

Mobile Phone Number | Personal Email Address

Employment Information:

Job Title: _____

Start Date: _____ Salary: _____

Are you covered as a dependent of a state agency?	Yes	No	Unsure
Are you employed full-time or part-time?	Full-Time	Part-Time	
Are you a direct transfer from a Texas state agency?	Yes	No	Unsure
If yes, which Texas state agency?	_____		

Signature | Date