



Human Resources / Payroll Office
575-835-5206 / 575-835-5510

This form is required to be completed by each employee.

Please Print

Name _____ Banner ID # 900 _____

Home Address

Street _____

City, State Zip _____

W-2 Mailing Address (if different)

Street _____

City, State Zip _____

Department _____ Work Phone # _____

Phone Directory # _____

Work Email Address _____ nmt.edu _____

Supervisor _____

Job Location

In Socorro Building _____ Room # _____

In New Mexico City _____

Out of State City _____ State _____ % of time at location _____

City _____ State _____ % of time at location _____

Signature _____ Date _____

Comments:

Please return to Human Resources Office.

Admin Use Only:

Human Resources _____

Budget _____

Position # _____

Payroll _____