



EASTERN KENTUCKY UNIVERSITY

DCBS-TRIS
PERSONNEL

TRAINING RESOURCE CENTER

PERSONNEL UPDATE FORM

SOCIAL SECURITY NUMBER: _____ - _____ - _____ EKU ID: _____

FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____

Check the appropriate box:

NEW EMPLOYEE

CHANGES IN PERSONAL INFORMATION

Please write in any changes to Personal Information in the section below.

EXISTING EMPLOYEE

TERMINATION

Please complete the Employment Information Section below.

EMPLOYMENT INFORMATION SECTION

BIRTH DATE: _____
(MM/DD/YY)

RACE: _____
CODES ON THE BACK

SEX: MALE FEMALE

OFFICE PHONE: (____) _____

OFFICE FAX: (____) _____

WORK MAILING ADDRESS: _____

WORK PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE EMPLOYED: _____ COUNTY: REGION:
(MM/DD/YY) CODES ON THE BACK

EMPLOYER: 1 5 JOB CLASSIFICATION: _____ CODE:

JOB TITLE: _____

E-MAIL ADDRESS: _____

SUPERVISOR INFORMATION SECTION

SSN: _____ - _____ - _____ NAME: _____

E-MAIL ADDRESS: _____

Mail or FAX completed form to: Training Records Information System, Eastern Kentucky University,
521 Lancaster Avenue, 133 Stratton Building, Richmond, KY 40475. Phone: (859) 622-2332 FAX: (859) 622-6392

Visit us on the web at: <http://tris.eku.edu/dcbs>

COUNTY CODES:

001 Adair	061 Knox
002 Allen	062 Larue
003 Anderson	063 Laurel
004 Ballard	064 Lawrence
005 Barren	065 Lee
006 Bath	066 Leslie
007 Bell	067 Letcher
008 Boone	068 Lewis
009 Bourbon	069 Lincoln
010 Boyd	070 Livingston
011 Boyle	071 Logan
012 Bracken	072 Lyon
013 Breathitt	073 McCracken
014 Breckinridge	074 McCreary
015 Bullitt	075 McLean
016 Butler	076 Madison
017 Caldwell	077 Magoffin
018 Calloway	078 Marion
019 Campbell	079 Marshall
020 Carlisle	080 Martin
021 Carroll	081 Mason
022 Carter	082 Meade
023 Casey	083 Menifee
024 Christian	084 Mercer
025 Clark	085 Metcalfe
026 Clay	086 Monroe
027 Clinton	087 Montgomery
028 Crittenden	088 Morgan
029 Cumberland	089 Muhlenburg
030 Daviess	090 Nelson

031 Edmonson	091 Nicholas
032 Elliott	092 Ohio
033 Estill	093 Oldham
034 Fayette	094 Owen
035 Fleming	095 Owsley
036 Floyd	096 Pendleton
037 Franklin	097 Perry
038 Fulton	098 Pike
039 Gallatin	099 Powell
040 Garrard	100 Pulaski
041 Grant	101 Robertson
042 Graves	102 Rockcastle
043 Grayson	103 Rowan
044 Green	104 Russell
045 Greenup	105 Scott
046 Hancock	106 Shelby
047 Hardin	107 Simpson
048 Harlan	108 Spencer
049 Harrison	109 Taylor
050 Hart	110 Todd
051 Henderson	111 Trigg
052 Henry	112 Trimble
053 Hickman	113 Union
054 Hopkins	114 Warren
055 Jackson	115 Washington
056 Jefferson	116 Wayne
057 Jessamine	117 Webster
058 Johnson	118 Whitley
059 Kenton	119 Wolfe
060 Knott	120 Woodford

RACE CODES:

0 Caucasian
 1 African-American
 2 Hispanic
 3 Asian
 4 American Indian
 5 Other
 6 Not Specified

JOB CLASS CODES:

U077 Administrative Coordinator
 U102 Administrative Professional
 U089 Administrative Professional II
 U051 Adoption Assistant
 U083 Adoption Incentive
 U046 Adoption Specialist
 U095 Adoption Trainer
 U096 Adoption Treatment Specialist
 U002 Assistant Director
 U003 Associate Director
 U058 Budget Specialist
 U075 Communications Content Specialist
 U090 Community Collaboration Children Specialist
 U079 Compliance Specialist
 U078 Contracts Support Specialist
 U091 Curriculum Specialist
 U082 Database Administrator
 U001 Director
 U087 Enterprise Systems Architect
 U073 Executive Director
 U093 Human Resources Business Partner
 U099 Javascript Developer
 U106 Learning and Development Designer
 U103 Learning and Development Facilitator
 U072 MSW Program Specialist
 U071 Online Learning Specialist
 U097 Presentation Summary Specialist
 U059 Program Administrator
 U098 Program Developer
 U094 Program Specialist
 U030 Project Administrator
 U061 Project Coordinator
 U032 Project Manager
 U063 Quality Control Analyst
 U080 Quality Control Manager
 U012 Regional Training Coordinator
 U055 Research Advisor
 U043 Resource Parent Trainer
 U048 Senior Programmer Analyst
 U107 Sr Learning and Development Designer
 U047 STARS Rater
 U037 Student Associate
 U104 TRIS Data Integrity Administrator
 U066 TRIS Data Integrity Analyst
 U105 TRIS Data Integrity Assistant Director
 U101 TRIS Data Integrity Specialist
 U057 TWIST Help Desk Specialist
 U076 User Experience Engineer
 U100 Virtual Quality Training Specialist
 U088 Web Developer
 U081 Web Development, Database Specialist

REGION CODES:

01 The Lakes	05 Northern Bluegrass	CO Central Office
02 Two Rivers	06 Southern Bluegrass	TB Training Branch
03 Salt River Trail	07 Northeastern	
04 Jefferson	08 Eastern Mountain	
	09 Cumberland	