



**EASTERN KENTUCKY UNIVERSITY  
UNIVERSITY TRAINING CONSORTIUM  
PERSONNEL UPDATE FORM**

DCBS-TRIS  
PERSONNEL

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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (MM/DD/YY) COUNTY:  \_\_\_\_\_ REGION:  \_\_\_\_\_ CODES ON THE BACK

EMPLOYER: 0 2 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:**

U015 Administrative Assistant  
 U051 Adoption Assistant  
 U046 Adoption Specialist  
 U002 Assistant Director  
 U024 Assistant Director of Curriculum Development  
 U029 Assistant Director of Family Support Training  
 U022 Assistant Director of Organizational Development  
 U027 Assistant Director of Special Projects  
 U003 Associate Director  
 U021 Attorney  
 U008 Consortium Coordinator  
 U001 Director  
 U023 Director of Administrative Services  
 U010 Director of Curriculum Development  
 U033 Evaluation Specialist  
 U064 Facilitation Specialist  
 U017 Faculty Intern  
 U039 Family Mentor  
 U049 Graduate Student Associate  
 U060 Human Resources Consultant  
 U041 Human Resources Manager  
 U020 Human Resources Specialist  
 U009 Independent Living Coordinator  
 U059 Program Administrator  
 U019 Program Coordinator  
 U044 Program Facilitator  
 U031 Programmer/Analyst  
 U030 Project Administrator  
 U061 Project Coordinator  
 U032 Project Manager  
 U063 Quality Control Analyst  
 U013 Regional Training Assistant  
 U012 Regional Training Coordinator  
 U062 Research Advisor  
 U034 Research Assistant  
 U016 Research Fellow  
 U007 Resource Development Advisor  
 U043 Resource Parent Trainer  
 U038 Safety Coordinator  
 U048 Senior Programmer/Analyst  
 U050 SNAP Coordinator  
 U040 SNAP Regional Contact  
 U045 SNAP Worker  
 U036 Sobriety Treatment and Recovery Team  
 U026 Special Projects Coordinator  
 U025 Special Projects Manager  
 U042 STARS Program Coordinator  
 U047 STARS Rater  
 U052 START Director  
 U037 Student Associate  
 U004 Training Aide  
 U005 Training Assistant  
 U006 Training Specialist

**REGION CODES:**

01 The Lakes	05 Northern Bluegrass	10 West
02 Two Rivers	06 Southern Bluegrass	11 South Central
03 Salt River Trail	07 Northeastern	12 East
04 Jefferson	08 Eastern Mountain	13 North
	09 Cumberland	CO Central Office
		TB Training Branch