



Employee Personal Information Update Form

Please select your employee type:

CLASSIFIED EXEMPT FACULTY NON-PERMANENT HOURLY STUDENT VOLUNTEER

EMPLOYEE ID _____

DEPARTMENT _____ SUPERVISOR NAME _____

YOUR PERSONAL INFORMATION

LAST NAME _____ FIRST NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (INCLUDE AREA CODE) _____ Email address _____

MAILING ADDRESS (IF DIFFERENT) _____

CITY _____ STATE _____ ZIP _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT NAME _____

RELATIONSHIP TO SELF _____ CONTACT PHONE _____

EMPLOYEE SIGNATURE REQUIRED

EMPLOYEE SIGNATURE _____ DATE _____

CLICK SUBMIT TO SEND THE COMPLETED FORM TO HUMAN RESOURCES

FOR HUMAN RESOURCES OFFICE USE ONLY

UPDATED _____ BENEFITS _____