

Employee Name _____ Personnel # _____
Department Name _____ Dept. phone _____

Personal Data Change Form

1. ACTIONS

From _____ MM/DD/YYYY

☐ New

☐ Update

Please print.

PERSONAL DATA IT0002

Last name _____ Former Last _____
First name _____ Middle initial _____ (no period)
Alt First _____ Nationality _____
Birth date _____ Gender ☐ Male ☐ Female

PERMANENT HOME ADDRESS (IT0006) (no punctuation or dashes)

Spouse's name (if applicable) _____
1 _____
City _____ State _____ Zip _____
Telephone _____ E-mail _____

☐ I do not wish to have my home address information published in the University directory. (xdir)

CURRENT HOME ADDRESS (IT0006) (no punctuation or dashes)

c/o _____
1 _____
City _____ State _____ Zip _____
Telephone _____ E-mail _____

WORK ADDRESS (IT0006) (no punctuation or dashes)

Building abbreviation _____ Room number _____ Campus _____
State _____ Zip _____ Telephone _____
Fax _____ E-mail _____

EMERGENCY CONTACT (IT0006) (no punctuation or dashes)

Name _____
Telephone _____ E-mail _____

continued next page

PAYCHECK DISPOSITION INFORMATION (IT0009)

Check one:

☐

Direct Deposit

☐

Check

ADDITIONAL PERSONAL DATA (IT0077)

Ethnicity
(select one)

☐

Hispanic/Latino (E1)

☐

Not Hispanic/Latino (E2)

Race
(select multiple)

☐

American Indian/Alaskan Native (R1)

☐

Native Hawaiian or other Pacific Islander (R4)

☐

Asian (R2)

☐

White (R5)

☐

Black or African American (R3)

☐

Unknown (R6)

Veteran

☐

Non Veteran (V1)

☐

Special Disable Veteran (V2)

☐

Vietnam Era Veteran (V3)

☐

Other Protected Vet (V4)

☐

Recently Separated Vet (V5)

☐

Disabled Veteran (V7)

☐

Armed Forces Service Medal Veteran (V6)

☐

Unknown (V8)

Discharge Date

Military Status

☐

Not Applicable

☐

Active National Guard

EDUCATION (IT0022) (not required for student workers)

Date of graduation

Type of educational institution

Institution name

Certificate/Degree

Is this the highest possible degree in your field?

☐

Yes

☐

No

EDUCATION (IT0022) (additional degrees, if any)

Date of graduation

Type of educational institution

Institution name

Certificate/Degree

Is this the highest possible degree in your field?

☐

Yes

☐

No

QUALIFICATIONS (IT0024) (skills, licenses and certifications, if applicable)

☐

License

☐

Programming language

Proficiency: ___ Low ___ Average ___ High ___ Excellent

☐

Certification

☐

Programming language

Proficiency: ___ Low ___ Average ___ High ___ Excellent

☐

Foreign language

Proficiency: ___ Low ___ Average ___ High ___ Excellent

☐

Other

☐

Foreign language

Proficiency: ___ Low ___ Average ___ High ___ Excellent

☐

Other

EMPLOYEE SIGNATURE

Date

* * * * *