

3501 FR.15

Employee Information Update Form

Complete only those items that are being changed. Items in bold are used to update the Yale University Directory.

Prepared by:

Name		Department		Phone
Date Submitted	Effective Date of Changes	Employee Name		as currently recorded in HR database
DD-MON-YYYY	DD-MON-YYYY	Last	First	M.I.
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	Employee Signature		Employee Identification Number

PEOPLE form

New Last Name	
New First Name	
New Title (Mr, Ms, Dr, etc.)	New Suffix
New Middle Name	
Personal and Office Location Information	
New Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single
New Work Telephone	
New Location (campus mail address)	
New Mailstop (mail code)	
Further Name Information	
New Preferred Name	New Previous Last Name

ADDRESS form

<input type="checkbox"/> New permanent home address	<input type="checkbox"/> New paycheck mailing address	<input type="checkbox"/> New seasonal home address:	Date From
			Date To
Line 1			
Line 2			
Line 3			
City	State	Zip Code	
Telephone			
Type	<input type="checkbox"/> Home (permanent or seasonal)		<input type="checkbox"/> Pay Check Destination
<input type="checkbox"/> New foreign contact address			
Country			
Line 1			
Line 2			
Line 3			
City	Province	County	Postal Code
Type	Foreign Contact Address		
Additional Address Details Flexfield		Enter new directory listing preference (default=No).	
Print home address in Univ. directory?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Print home phone in Univ. directory?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
PEOPLE/OTHERS/CONTACT window		Optional: enter new Spouse directory listing information.	
Is spouse a Yale employee?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Spouse Last Name	First Name	Middle Name	
Title	Suffix		
Gender	Relationship Type: Spouse		
Additional Contact Relationship Details flexfield			
Print spouse name in Univ. directory?	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Employee Service Center

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