Once completed, submit form to HR at Semel B7-370

Directory Personnel Update Form

Complete this form to add, change, or delete a personnel listing for the Campus & CHS Directory. Before mailing this form to Communications Technology Services, check with your personnel office or authorized campus contact. Most departments and units can process this information electronically through ORION. This form is a convenient way to provide the updating information to the person in your department who is authorized to make electronic updates to the ORION database. Communications Technology Services will return this form to you if your department is authorized to make changes electronically. Please type or print clearly. Please be sure an authorized signature is obtained before submitting this form.

Authorized By

Signature: _____

Date: _____ Phone: _____

Check Appropriate Box

☐ Add ☐ Delete ☐ Operators Only

☐ Change

☐ Transfer (Previous Dept _____)

EMPLOYEE ID NUMBER _____

Primary Assignment Information

Name: _____
last first mi

Title: _____

Department: _____ Work Location: _____

Mail Code: _____

Phone Number(s): _____

Fax Number (if not a department number is already listed in fax section): _____

UC E-mail: _____
This email will be linked to your AYSO account.