Add a Person

Employee Name:	Empl ID:	Empl Rcd#:
Business Unit:	Department:	

Biographical Details

Name

Effective Date: _____ mm/dd/yyyy

Display Name First Name: _____ Middle Name: _____

Last Name: _____

Suffix: _____

Date of Birth: _____ mm/dd/yyyy

Biographical History

Sex: _____

Marital Status: _____

National ID

National ID Type: _____ National ID: _____

Contact Information

☐ Release Home Information

Current Addresses

Address Type	As of Date	Country	Status	Preferred?	Address	
Home	(mm/dd/yyyy)			○	Address 1:	
					Address 2:	
					City:	State:
					County:	Postal Code:
Business	(mm/dd/yyyy)			○	Business Unit:	Location:
					Room Number:	Mail Drop ID:

Phone Information

Phone Type	Telephone	Extension	Preferred?
			○
			○

Email Addresses

Email Type	Email Address

Add a Person

Employee Name: Empl ID: Empl Rcd#:

Business Unit: Department:

UW Personal

UW Additional

Adj Cont Svc Dt: [ ]   mm/dd/yyyy

Foreign Nat Working Outside US   Foreign Nat Working Inside US

☐ Foreign Nat Working Outside US   ☐ Applied for SSN or ITIN

Organizational Relationships

Choose Org Relationship to Add

○ Employee

○ Person of Interest

Visa Information

Visa: ○ Yes   ○ No   Visa Type: [ ]   If employee, update Visa information in Glacier.

Name: Signature: Date: mm/dd/yyyy

_____   _____   _____

_____   _____   _____

For Office Use Only

Person Added Empl ID: _____

Processed By: _____   Date: _____