Change 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
[ ]	[ ]
[ ]	[ ]

Change 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

Visa Information

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

Name: _____   Signature: _____   Date: mm/dd/yyyy

_____   _____   _____

For Office Use Only

Update Completed for Empl ID: _____

Processed By: _____   Date: _____