

**Instructions:** *This form is to be used by all campus departments to add new Person of Interest (POI) data or update biographical information for employees in their departments. This may include Auxiliary Employees, Housing and Visitors.*

*This form must be delivered to Human Resources via campus mail (zip 0046) or in person (UPD Building 3<sup>rd</sup> Floor). Due to the sensitive nature of the data necessary for this process, this form may not be emailed or faxed. All applicable fields must be completed or the form will be returned. Forms will be processed within five business days. Once the POI is processed in PeopleSoft, the Department Contact will be notified.*

**SECTION 1: ACTION**

<input type="checkbox"/> Add New <input type="checkbox"/> Data Update (Enter only the data you want changed)
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**SECTION 2: POI TYPE**

<input type="checkbox"/> Foundation	<input type="checkbox"/> Spartan Shops	<input type="checkbox"/> Student Union	<input type="checkbox"/> Housing
<input type="checkbox"/> Alumni Association	<input type="checkbox"/> Associated Students	<input type="checkbox"/> Tower Foundation	<input type="checkbox"/> Other

If other is selected, please explain:

**SECTION 3: PERSONAL DATA**

SJSU-ID (If Applicable):	Phone Number(s):
Legal Name (First Middle Last):	Date of Birth:
Home Address:	City, State, Zip:

**SECTION 4: JOB INFORMATION**

Start Date:	End Date:	
Working Title (Limit 30 characters long):		
Department Name:	Department ID:	Extended Zip:

**SECTION 5: EMERGENCY CONTACT INFORMATION**

Name (First Middle Last):	Phone Number(s):	Relationship:
Address:	City, State, Zip:	

**SECTION 6: DEPARTMENT CONTACT INFORMATION**

Name:	Department Name:	
Email Address:	Phone Number:	Extended Zip:
Signature:	Date:	