SAN JOSÉ STATE UNIVERSITY

EMPLOYEE CONTACT UPDATE FORM

HUMAN RESOURCES

Workforce Planning | 1 Washington Square, San José | CA 95192-0046 | 408-924-2250; (fax) 408-924-2284

Instructions:

Complete this request form and submit to Workforce Planning, Human Resources in order to ensure your most current contact information is on record with Human Resources. Please complete your name and any contact information that you want changed.

Employee Information		
Name:		Employee ID:
Last Name:		
Mailing Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	Other Phone:
Email:		
Effective Date of Change:		

Employee Signature

I am requesting Workforce Planning, Human Resources update their records. I further understand that it is my responsibility to notify them if there are any updates to any of the above information.

Print Name _____ Signature _____ Date _____

Human Resources

Processed By: _____ _____

Workforce Planning Analyst name Date