

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 University Personnel via campus mail (zip 0046) or in person (UPD Building 3rd 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

Add New
Data Update (Enter only the data you want changed)

SECTION 2: POI TYPE

Foundation	Spartan Shops	Student Union	Housing
Alumni Association	Associated Students	Tower Foundation	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:	