



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

## PERSONAL INFORMATION/EMERGENCY CONTACTS

☐ New Employee ☐ Name Change\*\*

☐ Changed Information\*

All completed fields below will supercede any previous information  
(Address, Personal Profile, Emergency Contacts, Driver License Data)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Name Change Effective Date	Previous Last Name, First Name (For Name Changes Only)	

### ADDRESS

Home Address	City	State	Zip Code
<input type="checkbox"/> Same As Above	Mailing Address	City	State
		Zip Code	

### PERSONAL PROFILE

☐ Show employee on Intranet Phone Directory

Business Phone	Intranet	Business Cellular	Intranet	Business Pager	Intranet	Home Phone
Email Address						Personal Phone
Gender	Marital Status (Select Only One)				Marital Change Effective Date	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed					

### ELIGIBILITY/IDENTITY

Date of Birth	Ethnic Group (Select One Only)
	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or More Races <input type="checkbox"/> N/A

### EMERGENCY CONTACTS

PRIMARY	Name	Relationship		Telephone	
	Home Address	City	State	Zip	Other Number
SECONDARY	Name	Relationship		Telephone	
	Home Address	City	State	Zip	Other Number

### DRIVER LICENSE DATA

Driver's License Number	Expiration Date	State
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Employee Signature	Effective Date	Date
Payroll Specialist (Print & Sign)	Department	Telephone
		Date

DISTRIBUTION: Original - EMACS HR (0030) (For New Employee or Name Change)

\*Original - Department (if Change Information keyed by Department)

\*\*Documentation is required (i.e. Certificate of Marriage, Divorce Decree or Court Documentation)

Payroll Specialist Keyed By/Date	EMACS-HR Keyed By/Date	EMACS-HR Audited By/Date
(Employee ID)	(Employee ID)	(Employee ID)