

DAEMEN 81,9(56,7< PERSONNEL DATA RECORD

SECTION I: PERSONAL DATA

Name	..Single	..Male
Street Address	..Married	..Female
City, State & Zip Code:		
Telephone Number:	..Mail my paycheck to the above address	
E-Mail Address		
Social Security Number:	Date of Birth:	
Highest Degree Completed	..HS or Equivalent ..\$ V V R F L D W H ¶ V ' H J U H H ..Bachelor of:	..Master of: ..Doctor of: ..Other:
Date of Employment:	Department:	

Previous Daemen Q Employee:.. Yes ... No If so, when:

Please Note Information for full time and part time staff, and full time administration and faculty is published in the Personnel Directory. If you would like your address and/or phone number unlisted, please check the appropriate area below.

UNLISTED: ..Phone ..Address

SECTION II: EMERGENCY CONTACT

Daemen 8 Q L Y H U V L W \ utilizes an Emergency Notification System for employees of closures or other urgent announcements. Please provide all phone numbers to receive text messages or voicemails. It will not be published:

_____ () _____

In case of an emergency please contact:

Name	
Relationship:	Phone Number

SECTION III: EMPLOYEE COMMUNICATIONS

All campus communications are primarily distributed via e-mail. All Daemen employees will be assigned a Daemen e-mail account when hired. Employees must use a Daemen 8 Q L Y H U V L W \ for all communications with current, former and potential Daemen 8 Q L Y H U V L W \ students and for conducting all 8 Q L Y H U V L W \ business. All employees are required to check their Daemen e-mails on a regular basis (at least once a week) on their work station computer or in the RIC during their regularly scheduled work hours. Instruction for accessing e-mail will be provided if needed. Please submit your request to the HR Office (ext. 8325). Hourly (non-exempt) employees should not access DC electronic systems (e-mail for example) during non-work hours.

Employee Signature	Date
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