

October 3, 2006



## MEMORANDUM

TO: All Faculty and Staff

FROM: Brett L. Morris,  
Assistant Vice President for Human Resources

SUBJECT: Biographical Data Sheet Updates Due October 18 (OHR 2007-006)

**If you supervise employees without email access, would you please make sure they have this information?**

You should be receiving through campus mail an envelope with two pieces of paper. The first page is a data sheet with your name, address, and other information. The second page contains instructions on what to do if any of your information is wrong.

1. **If all of your information is correct**, please let your department or area's personnel/payroll coordinator know. That is all you'll need to do.
2. **If you need to update or correct the information**, please mark your changes on the biographical data sheet and return it to your personnel/payroll coordinator by October 18.

As always, thank you for your help.

OHR 2007-006