



October 25, 2006

MEMORANDUM

TO: All Faculty and Staff

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

SUBJECT: Biographical Data Updates Due in the Office of Human Resources
(OHR 2007-011)

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

This is just a reminder to review your biographical data sheet if you haven't already done so. We're updating information both for the new UTHSCSA telephone directory and for sending your W2 form to you in January so you can file your income tax return.

1. If you have changes, please return your **updated, signed** sheet to your administrative contact. That person will forward your area's forms to the Office of Human Resources.
2. If you did not have any changes on your biographical data form, just let your administrative contact know that your form is correct. You don't need to return the form.

As always, thank you for your help.

OHR 2007-011