

NEW
CHANGE



Coastal Carolina University

ID SUMMARY/EMERGENCY DATA FORM

ID SUMMARY

This section is for public use by Mail Services, Campus Directory, Administration and Human Resources (Provost, Permanent Faculty Only). Changes to basic information are also documented using this form.

INSTRUCTIONS: PLEASE TAB THROUGH ALL ITEMS. ON INPUT AREAS WITH ARROWS, CLICK THE ARROW AND SELECT THE APPROPRIATE ANSWER. IF CHECKBOX, SIMPLY CLICK IN THE BOX FOR THE CORRECT SELECTION.

Name:

SS #:

Address:

(If unlisted, use the bottom section of this form.)

Dept/School:

Bldg/Room:

Ext:

Hire Date:

Home Phone:

(If unlisted, use the bottom section of this form.)

Title:

Status:

Spouse's Name:

(for Campus Directory)

Supervisor:

Unlisted Home Phone:

Marital Status:

Unlisted Address:

Date of Birth:

This section is for use by Human Resources and will be stored in the employee's personnel file only.

EMERGENCY CONTACT DATA:

Name:

Relationship:

Home Phone:

(if different from above)

CCU Employee?

Work Phone:

Department:

Address:

Other: