

DAEMEN UNIVERSITY

PERSONNEL DATA RECORD

SECTION I: PERSONAL DATA

Name:	<input type="checkbox"/> Single	<input type="checkbox"/> Male
	<input type="checkbox"/> Married	<input type="checkbox"/> Female
Street Address:		
City, State & Zip Code:		
Telephone Number:	<input type="checkbox"/> Mail my paycheck to the above address	
E-Mail Address:		
Social Security Number:	Date of Birth:	
Highest Degree Completed:	<input type="checkbox"/> HS or Equivalent	<input type="checkbox"/> Master of:
	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Doctor of:
	<input type="checkbox"/> Bachelor of:	<input type="checkbox"/> Other:
Date of Employment:	Department:	
Previous Daemen Employee:	<input type="checkbox"/> Yes <input type="checkbox"/> 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 University utilizes an **Emergency Notification System** to notify employees of closures or other urgent announcements. Please provide a cell phone number 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 It will not be published: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 University e-mail for all communications with current, former and potential Daemen University students and for conducting all University 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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