

**EMPLOYEE PERSONAL/CONTACT INFORMATION**

All information on this form will be entered in the HR/Payroll Database (ADP).

Information in the shaded area will also be recorded in Connect-ED, the University's emergency notification system. In the event of an emergency on campus, you will be contacted electronically via home and cell phone, text message and email. In the event of a school closing due to weather or other non-emergency, you will be notified only at your Suffolk email address and cell phone.

Please fill out this form (available online) if any information changes in the future.

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Primary Phone:** \_\_\_\_\_  
**Cell Phone (if different):** \_\_\_\_\_  
**Suffolk Email Address:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Relation:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**\*Please complete form and forward to Human Resources whenever this information changes, to update the Payroll/Human Resources system.\***