

# Employee Information Update Form

- Complete and submit to [Biology.Chair@unt.edu](mailto:Biology.Chair@unt.edu)

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

EMPLID: (ex: 10001234) \_\_\_\_\_

EUID: (ex: abc1234) \_\_\_\_\_

Email: \_\_\_\_\_@my.unt.edu

Phone Number: \_\_\_\_\_

Major Professor: (if known) \_\_\_\_\_

Current/Local Address: \_\_\_\_\_

## Emergency Contact Information

UNT HR requires that we keep accurate, up-to-date emergency contact information for all members of our department in case of emergency. Please keep in mind that your emergency contact person must be someone with official, legal standing in the event that medical decisions need to be made, **e.g. a parent, spouse, or sibling.**

Name of emergency contact person: \_\_\_\_\_

Emergency contact's relation to you: \_\_\_\_\_

Phone Number: \_\_\_\_\_