



# HUMAN RESOURCES

*Illinois State University*

Form Created 7/2009

## Campus Address, Phone, and Location Form

Use this form to create or change an employee's departmental address, phone, and/or location. Once completed, submit this form in person to Nelson Smith Building Room 101.

### Employee Information

Employee's Name \_\_\_\_\_

Employee's UID \_\_\_\_\_

### Campus Address Information

Indicate any information that needs to be created or changed for the employee.

Effective Date of Change \_\_\_\_\_

Department Name \_\_\_\_\_

Mail Code \_\_\_\_\_

Building \_\_\_\_\_

Room Number \_\_\_\_\_

Office Phone Number \_\_\_\_\_

Request Submitted by \_\_\_\_\_

Submitter's Phone Number \_\_\_\_\_