

ADDRESS DIRECTORY RECORD - ADR

INSTRUCTIONS

I. PURPOSE OF ADR

To record or change home and campus addresses, telephone numbers, emergency contact information, fax number, E-Mail address and faculty/staff directory waivers.

II. WHEN TO USE AN ADR

A. NEW HIRES

When an employee is first appointed to the payroll, the ADR must accompany the Payroll Authorization Form (PAF).

B. CHANGES

FOR ALL EMPLOYEE PAYROLL TYPES

Complete an ADR when a change in home address, telephone number or emergency contact information occurs.

FOR EMPLOYEE TYPES 1, 6, 7 AND 9

Submit an ADR to change any of the following fields :

- campus telephone numbers
- fax number
- building and/or room number
- E-Mail address
- faculty/staff directory waivers (for Type 1 only)

C. DELETIONS

To remove information that no longer applies, place an asterisk (*) in each applicable box.