

NEW HIRE WEB CONTACT INFORMATION

The purpose of this form is to ensure timely posting of new employee information in both the phone directory and department Website staff contact information posted online at uas.alaska.edu/contacts.

Please fill out the information below and fax or intercampus mail copies to the department listed below. If you have a photo (head/shoulders) that you'd like to include in your bio please email to webmaster@uas.alaska.edu or have your departmental Web contributor update.

UA Username (ex. jldough2)

full legal name	last	first	middle initial
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position title

OFFICE USE ONLY

Supervisors: fax or forward a copy of this form to the following department(s):

department

Web Developer
 Fax: 6295
 Mailstop: SA1

office location (bldg. and room)

_____ | _____
office telephone number **Fax**

work email

effective start date

_____ **new hire signature** **date**

_____ **supervisor signature** **date**