



DONNELLY COLLEGE

EMPLOYEE INFORMATION UPDATE FORM

☐ Annual update as requested by HR ☐ Employee Update effective _____

Employee Name: _____

Today's Date: _____

Gender: ☐ M ☐ F Race/Ethnicity: ☐ White ☐ Black
☐ Hispanic ☐ Asian
☐ American Indian/Alaskan Native
☐ Other _____

Marital Status: ☐ Single ☐ Married

Current Address: _____

Home Phone Number(s): _____

Cell Phone Number(s): _____

E-mail Address: _____

Spouse's Name: _____

Emergency Contact: Name: _____

Phone: _____

Employee Signature: _____

HR USE ONLY:

Received by: _____ Date: _____

Entered into Payroll by: _____ Date: _____