

CONTACT INFORMATION UPDATE REQUEST FORM



Human Resources recommends updating your personal contact information directly in Workday:
<https://www.myworkday.com/utaustin/login.html>. If you are unable to update in Workday, you may submit this form to the Human Resource Service Center.

- **Email:** hrsc@austin.utexas.edu
- **Fax:** 512-232-3524
- **Mail:**
Human Resources Service Center
1616 Guadalupe St., Suite 1.408
Austin, TX 78701

Printed Name: _____ **EID:** _____

HOME CONTACT INFORMATION

Effective Date: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Postal Code: _____

Home Email Address: _____

Home Phone Number: _____ Landline Mobile

UTMAIL PERSONAL ACCOUNT

If you are retired, do you use a UTmail personal account? Yes No

If yes, please confirm your UTmail email address: _____

Signature: _____ Date: _____