

**Instructions:**

You can update this information online by logging in to your WorkDay account here: <https://workday.utexas.edu/> . If you do not have access to the online system, print a copy of this form, complete it, and return it to your supervisor or the HR Contact in your department. **DO NOT RETURN THIS FORM TO HUMAN RESOURCES.**

First name Middle name Last name

UT EID E-mail Home phone

Street address

City State Zip code

Office Location*Primary location*

Building Room Office phone

Secondary location

Building Room Office phone

Pager Fax Campus mail code

Emergency Contacts*Primary contact*

Name Relationship

Phone 1 Phone 2

Secondary contact

Name Relationship

Phone 1 Phone 2

Teaching Experience

Please indicate the years of HIGHER education teaching experience you have (excluding TA experience)

Total years of teaching experience _____

Total years of teaching experience at UT Austin _____

Former Foster Children

Are you less than the age of 25 and an orphan under permanent managing conservatorship of the Department of Family and Protective Services (DFPS)?

Yes No

Information Release -- Do Not Release My... (Mark all that apply)

- Social Security Number
- Family Information
- Home Address(es)
- Home Phone Number(s)
- Emergency Contact

Ethnicity

Are you Hispanic? Yes No

Race (check all that apply)

- American Indian/Alaskan native
- Asian
- Black
- Native Hawaiian/Pacific Islander
- White

Gender Male Female

Education

Indicate highest level of education achieved.

- Less than high school
- High school diploma/GED
- Associate's degree
- Certificate of completion
- Bachelor's degree
- Master's degree
- Professional degree (LLB, JD, ThD, PharmD)
- Doctorate (PhD,EdD)
- Medical degree (MD, DVM, DDS)

Highest degree abbreviation _____

Signature of employee EID Date form signed Year degree completed _____