



HRS use only				
IR045	Effective date	Initial	Date entered	Initial

If you have a high-assurance UT EID, you may update your personal information by logging into the Employee Information System (EIS): <https://utdirect.utexas.edu/pnbiog/index.WBX>

Please fax this form to the HRSC at 512-232-3524 or mail to:

Human Resource Service Center
 The University of Texas at Austin
 1616 Guadalupe St, Suite 1.408 Austin, TX 78701

_____	_____	_____
Last name	First name	Middle initial

_____	_____	_____
UT EID	Date of Birth	Effective date of change

_____	_____
Phone number	Email

_____	_____	_____
Emergency contact name	Emergency contact relationship	Emergency contact phone

Permanent Address

Street Address

_____	_____	_____
City	State	Zip code

Local Address (where you reside, if different from above)

Street Address

_____	_____	_____
City	State	Zip code

_____	_____
Signature	Date