

**Shippensburg University
Office of Human Resources**



From: Robyn L. Lovett
Old Main 109 - Human Resources
Subject: Campus Directory Address Information

This year's directory will be available via the Web as well as in hard copy. **Please choose the type of information release status you would like. This information is required.**

I do not have any information listed for you. **Please fill out the following form in pen and return within 10 days.**

Return to Robyn L. Lovett, Old Main 109 - Human Resources

Thank you for your assistance and contact me at extension 1124, if you have any questions.

EMPLOYEE INFORMATION:				
TITLE	FIRST NAME/"NICKNAME"	MIDDLE NAME	LAST NAME	SUFFIX

JOB INFORMATION:					
JOB TITLE/RANK	STATUS (HR use only)	DEPARTMENT	LOCATION	PRIMARY EXTENSION	SECONDARY EXTENSION

Primary Extension = Secretary's Extension if you have one, Secondary Extension = Your direct Extension

ADDITIONAL JOB INFORMATION (OPTIONAL):				
JOB TITLE/RANK 2	STATUS2 (HR use only)	DEPARTMENT2	LOCATION2	PHONE EXTENSION

HOME INFORMATION:						
ADDRESS	CITY	STATE	ZIP	PHONE	SPOUSE	

OTHER INFORMATION:	
PRIMARY EMAIL	SECONDARY EMAIL

INFORMATION RELEASE:	
TO WEB (Circle One)	TO PHONEBOOK (Circle One)
A L	A L

A = Release ALL Information, L = Suppress Home Information