

# University of Hawai'i Personnel Record

To set-up your UH ID, email account, and place you on payroll, please provide the following:

Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
(As indicated on SS card) Last First Middle

Other Official Name on File with the State of Hawaii or UH System (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Personal Email Address (optional): \_\_\_\_\_ Marital Status: Single Married

Date of Birth:     /     /     Social Security Number:     -     -      
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## In Case of Emergency

Primary Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Other Contact Information: \_\_\_\_\_

Alternate Contact (optional): \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Other Contact Information: \_\_\_\_\_

## Employment Record

To be completed by the department (optional).

Department: \_\_\_\_\_

Date Employed:	Position Title:	Date of Service Separation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____