

Faculty-Staff Phone Directory Information

for new employees

The information you supply below will be incorporated into the next edition of the Faculty-Staff Phone Directory, normally printed in August. It will also be used for labels and other applications.

Fill out all areas. (Use "nickname" only if your nickname is what you always prefer to be called. Example: Your legal name is Ruth but you are known as Rudi and wish to be referred to only as Rudi.) Make sure that all information is correct, whether or not you want it published in the Directory.

Choose what you want published!

- Do you want your home phone number printed? Your home address? Your spouse or partner's name?
- Make sure your preferences are shown by a "yes" or "no" in each **Publish Info** area.

Give us your work phone information!

- We will publish the work number shown in the **Work Phone** area.
- Write your direct extension number in the **Direct Ext** area. If your direct extension is *different* from your work number, it will **NOT** be published but is strictly for our records.

Sign the form at the bottom to confirm that your information is correct and that you've indicated your preferences for publication.

NAME:	PREFIX:	NICKNAME: <small>see instructions above</small>
	(Dr., Mr., Ms.)	
WORK PHONE: (484) 664 - _____ <i>WILL BE published</i>		DIRECT EXT: _____ <i>NOT for publication</i>
HOME PHONE:		Publish Info: ___yes ___no

TITLE 1:
TITLE 2:
DEPT:
OFFICE LOCATION building, floor

STREET1:				
STREET2:				
CITY:	STATE:	ZIP:	Publish Info: ___yes ___no	

PARTNER: or SPOUSE's NAME:	Publish Info: ___yes ___no
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E-MAIL ADDRESS:

Signature: _____ Date: _____