



Instructions

This form is to be used by all SJSU Auxiliary organizations to add new Person of Interest (POI) data or update biographical information for employees in their departments. This form must be delivered to the CMS Help Desk via campus mail (zip 0042) or in-person (Clark Hall Suite 500). Due to the sensitive nature of the data necessary for this process, this form may not be emailed or faxed. All applicable fields must be completed or the form will be returned. Forms will be processed within 5 business days. Once data is entered/updated in PeopleSoft, the Department Contact will be notified via email.

Section 1: Action	
Add New	Biographical Data Update (enter ONLY the data you want changed below)

Section 2: POI Type		
Foundation	Spartan Shops	Student Union
Alumni Association	Associated Students	Tower Foundation

Section 3: Personal Data	
SJSU/Employee ID (REQUIRED for current/former students; REQUIRED when Biographical Data Update is selected above):	
Legal Name (First Middle Last):	Date of Birth:
Home Address:	City, State, Zip:

Section 4: Job Information	
Location Code/Extended Zip (4 digits):	
Department ID (4 digits):	Department Name:
Working Title (can be no more than 30 characters in length):	

Section 5: Department Contact Information		
Name:	Department Name:	
Email Address:	Phone Number:	Extended Zip:
Signature:	Date:	