To add or update your information in the faculty and staff campus directory, please complete and return this form to:

Human Resource Management Office

Buffalo State, Cleveland Hall 403

1300 Elmwood Avenue, Buffalo, NY 14222

Fax: (716) 878-3068, Telephone: (716) 878-4822  
HR Website: <http://hr.buffalostate.edu>

Faculty and Staff Online Directory: <http://suny.buffalostate.edu/find-people>

Note, State-paid employees may update their directory information via SUNY HR Self Service, <http://hr.buffalostate.edu/self-service>.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Request (check one):  Add  Update | | | |  | | | | |
| Affiliation  (check one): | Barnes & Noble Bookstore  Burchfield Penney Art Center  Child Care Center  College Foundation  Dining Services | | | Emeriti/Retiree  Faculty Student Association  Research Foundation  State  United Students Government | | | | |
| Salutation: | | Dr.  Miss  Ms.  Mrs.  Mr.  Mx. | | | | | | |
| Name: (last, first, middle initial) | |  | | | | | | |
| Campus Title: (32 character limit) | |  | | | | | | |
| Department: | |  | | | | | | |
| Campus Address: | |  | | | Campus Telephone: | |  | |
| Buffalo State E-mail Address: | |  | | | | | | |
| Home Address  Street: | |  | | | | | | |
| City: | |  | | | | | State: |  |
| Home Telephone: | | (   ) | | | | Zip Code: |  | |
| Highest degree earned: | |  | Year degree earned: | | | |  | |
| Institution where degree earned: | |  | | | | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date