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>.

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| --- | --- |
| 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: |       |

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Employee Signature Date