



Personnel Information Change Notice

Form P-53

Action:	New Hire	Rehire	Transfer	Termination	Retirement	Personal Change	
Status:	Faculty	Staff	Grad	Undergrad	Postdoc	Benefit	Non-Benefit
	Temporary/Occasional		Part-Time JPL Faculty		Affiliated Organization (Caltech Y, contractor, etc.)		

Full Name _____ Caltech UID Number _____ Today's Date _____ Change Effective Date _____

Emergency Contact Name _____ Emergency Phone _____ Relationship (Optional) _____

Please Print or Type	Old Information	New Information
Name in Full		
Title* (see below)		
Department		
Campus Mail Code		
Room Number & Building Name		
Campus Phone		
E-Mail Address		
Home Address (include Zip Code)		
Home Telephone (include Area Code)		
For Multiple Department Assignments Only:		
Second Title* (see below)		
Second Department		
Campus Mail Code		
Room Number & Building Name		
Campus Phone		

* Only for Faculty, Division Administrator, or Director reporting directly to a Vice President.

By default, the campus information entered above is made available in the Caltech Personnel Directory. If you like, you can specify additional information to appear in the Personnel Directory by checking one or both of the following:

- Show home address in Caltech Personnel Directory.
- Show home phone number in Personnel Directory.

Campus information (NOT home information) is made available to the general public via the World Wide Web. If you do NOT want your campus information to be viewed from outside Caltech, check:

- Do NOT list campus information in the off-campus online directory.

We can put your Caltech ID photo on the web with your directory entry. If you don't want your photo to appear, please check:

- Do NOT show photo in directory entry on the web.

We can link your directory entry to your web home page. If you would like us to do this for you, please enter your home page URL:

http://

Authorized Department Signature

Employee Signature

Please send one copy of completed form to:

- Employee Records MC 153-84
- Personnel Directory MC 1-71
- Telecommunications MC111-10
- Faculty Records MC 010-31 (faculty only)
- Retain a copy for your records.