

Human Resources

Each year, the University publishes a printed *WMU Directory*. In addition to the departmental listings, the *WMU Directory* also contains an alphabetized employee listing which includes the following home information for all faculty and staff:

- Home address (street, city, state, zip code)
- Home telephone number
- Spouse's name

**PLEASE NOTE: Published home address information is available not only to the internal university community, but to external agencies and individuals as well.**

IF you permit your home address to be published, no action is needed on your part. However, if you **do not want** your home address included in the *WMU Directory*, please complete and return this form to Human Resources. Please note that there is NOT an option of including home address and spouse information in the directory while excluding unlisted telephone numbers.

**INSTRUCTIONS - Please Type or Print Clearly**

- ⇒ Complete Section 1 - Complete all boxes
  - You must include your Social Security Number or Employee ID (do NOT provide WIN)
- ⇒ READ Section 2
- ⇒ Complete Section 3 - Sign and date the form
  - If you are submitting this form as an e-mail attachment, please type your name and date (this will serve as your signature)
- ⇒ Submit signed, completed form to Human Resources
  - FAX to 269-387-3441 **OR**
  - Mail to HR at 1300 Administration Building – 5217 **OR**
  - Send as an e-mail attachment to [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu)

**SECTION 1 Please PRINT or TYPE the following information**

NAME (as currently shown on WMU employee records) Last	First	MI
SSN:	<b>OR</b>	Employee ID
EMPLOYEE TYPE <input type="checkbox"/> REGULAR EMPLOYEE <input type="checkbox"/> TEMPORARY EMPLOYEE <input type="checkbox"/> STUDENT EMPLOYEE (must make a separate request for Banner privacy via Go WMU)		

**SECTION 2 – PLEASE READ**

I understand that: <ul style="list-style-type: none"> <li>• I am requesting that my home information be omitted from the <i>WMU Directory</i> until further notice.</li> <li>• This privacy request only needs to be made once, unless I have previously asked for reinstatement of my address and wish to once more remove my home information from the <i>WMU Directory</i>.</li> <li>• In order to reinstate my home information in the <i>WMU Directory</i>, I must make a written request to Human Resources.</li> <li>• This privacy request affects only my employee information file, and only for <i>WMU Directory</i> purposes; this request does not affect other files (e.g. student information)/requests in the University.</li> </ul>
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**SECTION 3 – Sign Name and Date**

Signature	Date
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For HR USE only:

Entered by:

Date: