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## Personal Information Worksheet

Use this form ONLY to hire employees and/or update their information. **Do not use this form for applicants.**

PeopleSoft formats to facilitate data entry of addresses, phone numbers, departments, campus boxes, etc. This form is designed to be completed online or printed for manual data entry.

[Personal Data Collection Policy](#) <sup>[1]</sup>

### Files:



[Personal Data Form](#)<sup>[2]</sup>

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**Source URL:** <http://www.cu.edu/hcm-community/policies/personal-information-worksheet>

### Links:

[1] <http://www.cu.edu/ope/aps-7003-collection-personal-data-students-and-customers>

[2] <http://www.cu.edu/sites/default/files/policies/978-personal-information-worksheet/files/personal-data.xls>