



THE UNIVERSITY OF ARIZONA  
**Department of Planetary Sciences**  
Lunar and Planetary Laboratory

**Employee Update Form**

*Please complete and return this form to the LPL Business Office, Space Sciences, Room 339.*

**Effective Date:** \_\_\_\_\_ **Employee Name:** \_\_\_\_\_

**Change of Supervisor**

Previous supervisor \_\_\_\_\_

Key(s) returned \_\_\_\_\_

New supervisor \_\_\_\_\_

New key(s) to be issued to room(s) \_\_\_\_\_

**Change of Office**

Old office room # \_\_\_\_\_ Old office phone # \_\_\_\_\_

New office room # \_\_\_\_\_ New office phone # \_\_\_\_\_

**Change of E-mail address**

Old E-mail address \_\_\_\_\_ New E-mail address \_\_\_\_\_

**Change of Home Information**

New home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Change of Name**

Former name \_\_\_\_\_

New name \_\_\_\_\_

Do you want your home address to appear in the LPL department directory?  Yes  No

Do you want your home phone number to appear in the LPL department directory?  Yes  No

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_