UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Educational Affairs

Approval Date: 5/10/16	**Subject:**	**Page 1 of 1**
Approved by: Linda Edwards, M.D.	**UF Directory Contact Information**	**Revised Date**: 4/30/07; 5/18/2010; 3/4/16
Effective Date: 01/11/05		**Reviewed Date**: 3/4/16

POLICY

The UF directory is the <u>sole authoritative source of employee addresses</u> and is used to generate mailings for W-2s, benefits information, and other important campus-wide updates. All Residents and Fellows are required to maintain current contact information in the UF directory.

Residents are to update this information by accessing MyUFL at http://my.ufl.edu using their Gatorlink Username and Password.

To edit contact information:

- Go to **My Account** in the **MyUFL Menu**
- Click on **Update My Directory Profile**
- Your Directory Profile will appear
- Review the following sections and update as appropriate.
    - E-Mail - the @jax.ufl.edu e-mail address **is required** while you are an active UFCOM-J resident; your personal e-mail address is required when you leave the University after training
    - Work Data – UFCOM-J Departmental information is required for all trainees; terminating residents should remove this information using the "to remove this information check box" as no data is required once the individual leaves the University
    - Local Home Address – UFCOM-J residents are expected to maintain their home address in the directory. Terminating residents are required to enter their "new" forwarding address information.
    - Permanent Home Address – If the permanent home address is the same as the local home address, the information can be populated using the "If the address is the same as the local address, check this box". Otherwise, the resident is expected to enter their permanent home address information. The permanent home address is where the W-2 will be sent each year. Foreign nationals are required to maintain a foreign address for tax purposes and therefore should input their foreign address in the Permanent Home Mailing Address field.
- Click on the **Submit** button and changes will be entered.

For MyUFL Login problems or problems accessing "My Account", Residents are to call the help desk at (352) 392-HELP(4357) during the following hours with their Gatorlink Username and UFID. Helpdesk hours are: Sun-Thur 8:00am-10pm and Fri 8:00am-5pm

Update My Directory Profile

Please provide your personal contact information. This allows all business offices of the University to contact you as needed for Business and Academic related purposes. Providing complete information allows the University to provide optimal service to you.

* Designates Required Information

Names and Personal Attributes:

Your UF Business Name is: Caulder,Leslie   **Primary Affiliation:** Staff

To change your Business Name, students must contact the University Registrar. Please see www.registrar.ufl.edu for further information. Employees must contact University Processing and Records. Please see www.hr.ufl.edu for further information.

Email Address:

*UF Email [   ]

* Note: Student UF Email is required to be your gatorlink@ufl.edu

Work Data

Provide your UF work mailing address; this is most often a PO Box. Required for employees, optional for all others.

To remove work information check this box: ☐

Address Line 1 [   ] Apply Postal Service Standardization
Address Line 2 [   ] ⦿ Apply ○ Bypass
Address Line 3 [   ]

*City [JACKSONVILLE] *State [FL] *Zip [32209] - [   ] *Country [US]
*Phone Country Code [1] *Area Code [904] *Number [   ] Ext [   ]
Cell Country Code [   ] Area Code [   ] Number [   ] ☑ No Work Cell Phone

Local Home Data

This information us used to mail material to you at your local residence. For most students or employees this would be your Gainesville or surrounding areas mailing address. If you do not have a local address, enter the address you wish to receive your mail. If you use a PO Box it is appropriate to enter it here.

Address Line 1 [   ] Apply Postal Service Standardization
Address Line 2 [   ] ⦿ Apply ○ Bypass
Address Line 3 [   ]

*City [JACKSONVILLE] State [FL] *Zip [32221] - [2081] *Country [US]
*Phone Country Code [1] *Area Code [904] *Number [   ] Ext [   ]

Permanent Home Data

This information is used to mail material to you at your permanent place of residence. For many students and visiting Faculty this is not in the Gainesville Local area.

If this address is the same as Local address check this Box: ☐

Address Line 1 [   ] Apply Postal Service Standardization
Address Line 2 [   ] ⦿ Apply ○ Bypass
Address Line 3 [   ]

*City [JACKSONVILLE] *State [FL] *Zip [32221] - [2081] *Country [US]
*Phone Country Code [1] *Area Code [904] *Number [   ] Ext [   ]

Publish Information

If you select "Publish", your personal contact information can be made available in public directories. If you select "Do Not Publish", your personal contact information remains unpublished. You will not appear in the online phonebook or public search of UF information.

Your SSN is never published by the University of Florida.

Local Home Data
○ Publish   ⦿ Do Not Publish

Permanent Home Data
○ Publish   ⦿ Do Not Publish

[Submit]