**Request for update to mailing lists**

**This form, once completed, should be emailed to** **HRISData@admin.ox.ac.uk**

This form is to notify the HRIS (Human Resources Information Systems) of changes in Heads of Department, Faculty Board Chairs, Departmental Administrators and Personnel Administrators. The information will be used to update the mailing lists used by UAS to send out official communications to these groups.

|  |
| --- |
| **1. Details of new person to be added**  |
| 1. Title
 |  |
| 1. First name
 |  |
| 1. Surname
 |  |
| 1. Job title
 |  |
| 1. Email address
 |  |
| 1. Two-character Department / sub-unit code1 for correspondence address
 |  |
| 1. Department / sub-unit NAME for correspondence address
 |  |
| 1. Internal correspondence address
 |  |
| **2. Details of Department(s) / Sub-Unit(s) for which new person is responsible** |
| 1. Department / sub-unit *(if the person is responsible for several, please list separately)*
 |  |
| 1. Two-character code of the department / sub-unit[[1]](#footnote-1) *(if the person is responsible for several, please list separately)*
 |  |
| 1. Which mailing list(s) should this person be added to? *(please tick)*
 | **Heads of Department & Heads of Division** □**Faculty Board Chairs** □**Departmental Administrators** □**Personnel Administrators[[2]](#footnote-2)** □ |
| 1. When does this change take effect?
 |  |
| **3. If new person is replacing a previous role holder** |
| 1. Name of previous role holder
 |  |
| 1. Was the previous role holder responsible for other units or departments?

If YES, please provide details  | YES/NO  |
| **4.**  **If new person is not replacing a previous role holder** |
| 1. Is the person an additional Head of Department?
 | YES / NO |
| 1. Is the person an additional Departmental Administrator?
 | YES / NO |
| 1. Is the person an additional Personnel Administrator?
 | YES / NO |
| **5. If new person is already included on the mailing lists in another role** |
| 1. Which department and role?
 |  |
| 1. Is the new role additional to, or in place of, the previous role?
 |  |
| **6. Please provide any additional information relevant to this submission** |
|  |
| **7. Details of person completing this form** |
| Your name |  |
| Your job title |  |
| Your department |  |
| Your email address |  |
| Date |  |
| **8. Authorisation** (this should be either the Head of Department or the Departmental Administrator) |
| Name |  |
| Job title |  |

Once completed or if you have any questions please email this form to HRISData@admin.ox.ac.uk

1. This is the two-character sub-unit code from the University Organisational Structure published at [www.admin.ox.ac.uk/pras/uniorg](http://www.admin.ox.ac.uk/pras/uniorg). Please note: sub-unit is often referred to as Department. [↑](#footnote-ref-1)
2. The Personnel Administrators mailing list includes all departmental administrators as well as other senior departmental staff who have key responsibility for personnel issues and who need to be included on the Personnel Services circulars distribution list separately. [↑](#footnote-ref-2)