Instructions for Updating Electronic Directory

Go to http://www.siu.edu/ Click on People Finder —

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People Finder



Southern Illinois University



RESEARCH



Lower Cache River Water Flow Research Underway

A team of researchers and students from Southern Illinois University Carbondale is leading an effort to examine the potential benefits of restoring water flow to the Lower Cache River, which has been cut off from its headwaters for decades.

SIU Develops High-Yield, Disease-Resistant Soybean

Midwestern söybean farmers looking for a high-yield variety with built-in disease resistance will soon have a new option -- Saluki 4313, developed at Southern Illinois University Carbondale.

STUDENTS



SIU Carbondale Celebrates Off-Campus Graduates

Southern Illinois University Carbondale is celebrating the achievements of nearly 115 graduates who are earning degrees this week at two of the University's off-campus military locations.

Flying Saluki Joins NIFA National

For the second time in three years, Southern Illinois University Carbondale's Flying Salukis will contribute to collegiate aviation on a national level.

ADMISSIONS



Visit Our Campus.

Attend an open house, schedule a tour, and see why you'll fit right in. If you can't visit in person, try our virtual tour.

Are you a high school student? »

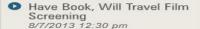
Looking for an advanced degree? »

Browse our programs »

Be part of this. Request info »



... SIU EVENTS



SIU/SEMO Joint Social 8/8/2013 6:00 pm

29th Annual SIU Day at Busch Stadium 8/9/2013 5:30 pm

Duad Cities Saluki Potluck
8/10/2013 5:00 pm

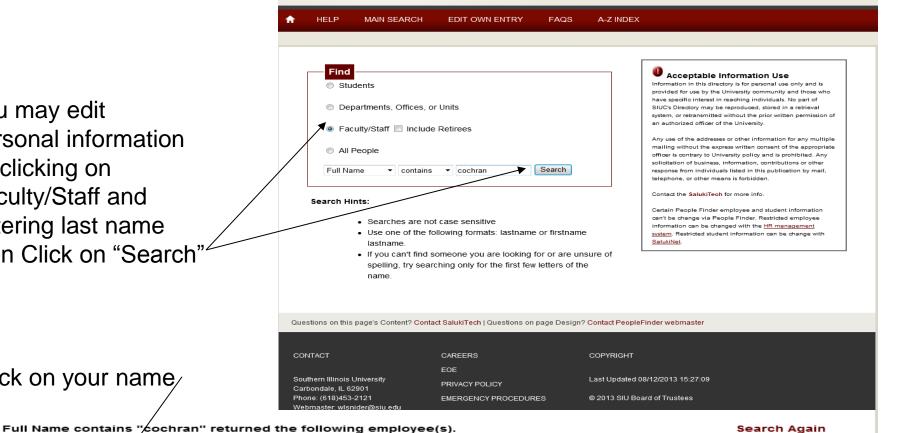
A Seattle Picnic at Lake Burien 8/17/2013 4:00 pm

CHANCELLOR'S COLUMN



CAMPUS HEADLINES

You may edit personal information by clicking on Faculty/Staff and entering last name then Click on "Search"



Click on your name/

#	Full Name	E-mail	Phone Number	Department	Title	Campus	Mail Code
1	Clayton Cochran Clayton Lee Cochran	claytonc@siu.edu	618-453-6697	Human Resources-SIUC	Applications Programmer III	Carbondale	6520
2	Danny Cochran Danny Jack Cochran	siu58149@siu.edu	618-453-8132	Physical Plant Service-SIUC	Pipefitter	Carbondale	6727
3	James Cochran James O Cochran	no value	618-453-1674	Education and Curriculum-SMC	Extra Help Technical/Paraprofessional	Carbondale	6503
4	Marsha Cochran Marsha Gaylene Cochran	mcochran@siu.edu	618-453-8185	Physical Plant Service-SIUC	Maintenance Laborer	Carbondale	6727
5	Steven Cochran Steven Glen Cochran	no value	618-453-2877	Health Education and Recreation- SIUC	Extra Help Professional Non-Faculty	Carbondale	6731



↑ HELP MAIN SEARCH EDIT OWN ENTRY FAQS A-Z INDEX

Click on "EDIT OWN FNTRY"

Clayton Cochran **Full Name** Clayton Lee Cochran Last Name Cochran **Given Name** Clayton Lee E-mail claytonc@siu.edu Alternate Email no value SIUC Email claytonc@siu.edu **Phone Number** 618-453-6697 Fax 618-453-5340 Cell Phone no value Pager no value Webpage No web page specified Clayton Lee Cochran Southern Illinois University Office Address Human Resources-SIUC Mailcode: 6520 Carbondale, IL 62901 Office Hours 7:30-12:00 - 1:00-4:00 Title Applications Programmer III Department Human Resources-SIUC Classification Civil Service Mail Code 6520 Building 805 S. Elizabeth Room Number unknown Preferred no value **Delivery Method** Extra Information no value Carbondale Campus Description Carbondale employee В Education Spouse Jennifer Home Phone 618-924-1919

Want to edit your

entry?

<u>Click here</u> to view and/or edit certain fields in your entry. You may only change the value of fields with a label with a gray background.

Search Again



Welcome to SIUC Single Sign-on

The SIUC Single Sign-on system is used for various web-based campus applications to authenticate users against the Network ID system.

Enter your network ID

(SIU85XXXXXXX)

and password

Password:

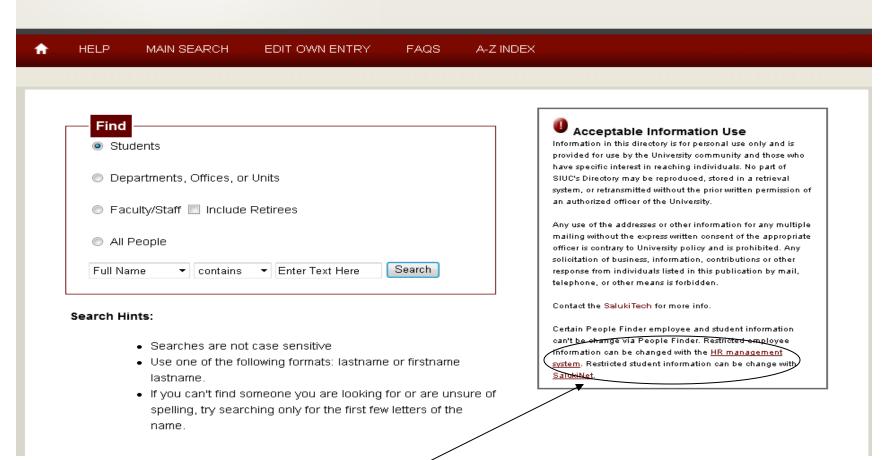
Login Cancel

SIUC People Finder
Find Student, Employee and Department Information

Network ID help info here?







If you need to make other changes that do not have edit, click on the the HR management system.

This is the screen you should get when you click on HR Management System

Enter your Network ID and password here and hit Login/ Southern Illinois University Welcome to SIUC Single Sign-on he SIUC Single Sign-on system is used for various web-based campus applications to authenticate users against the Network ID system. Network ID: SIUC People Finder Password: Find Student, Employee and Department Information Cancel

If you have any onestions, concerns or comments measure from the Committee Support Centeral \$18-653-5155 or by e-maintiful shows in all

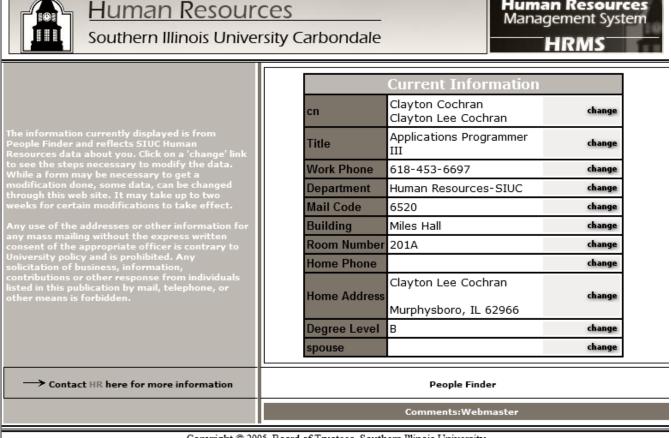
Network ID help info here?

NOTE: To change name you must click on the link to download W-4 form To change Address you must click on the link to download Change of Address form. Both of these forms must be completed and sent to appropriate offices. (ie Payroll or HR)

On the following, by clicking on change you will generate an email to HR to Initiate the change in the HR System

- Mail Code
- Building
- Room Number
- Work Phone
- Home Phone
- Spouse
- Degree Level

Note: Dept and Title can only be changed by dept initiated personnel paperwork.

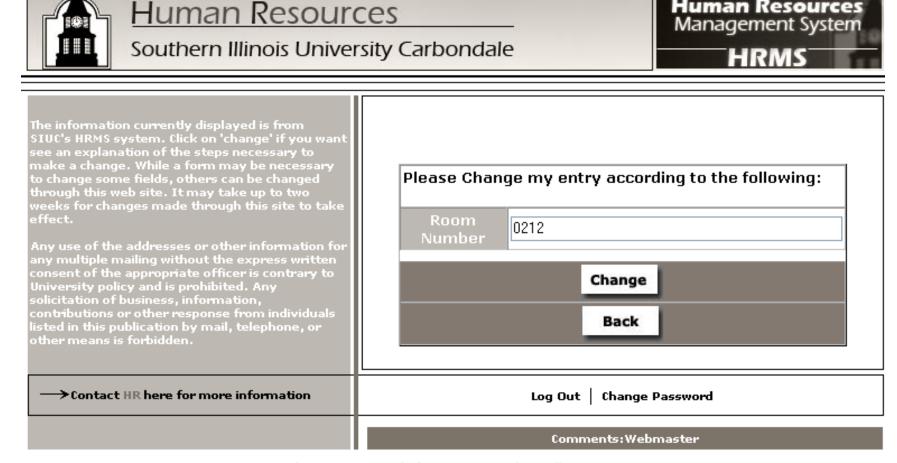


Human Resources

Example: The change button for room number will look like the following. Please enter the correct room number and hit change. Once this is done it will take back to the previous screen to make another change. Hitting the change button will generate an email to hrinfo and Human Resources will receive the email and make the change.

NOTE: It may be up to 2 weeks before the electronic directory is updated.

Human Resources



Degree Information

Note: Degree level will be noted in the directories as B, M, or D However the system will have; for example B.A., M.A. or PHD



Human Resources

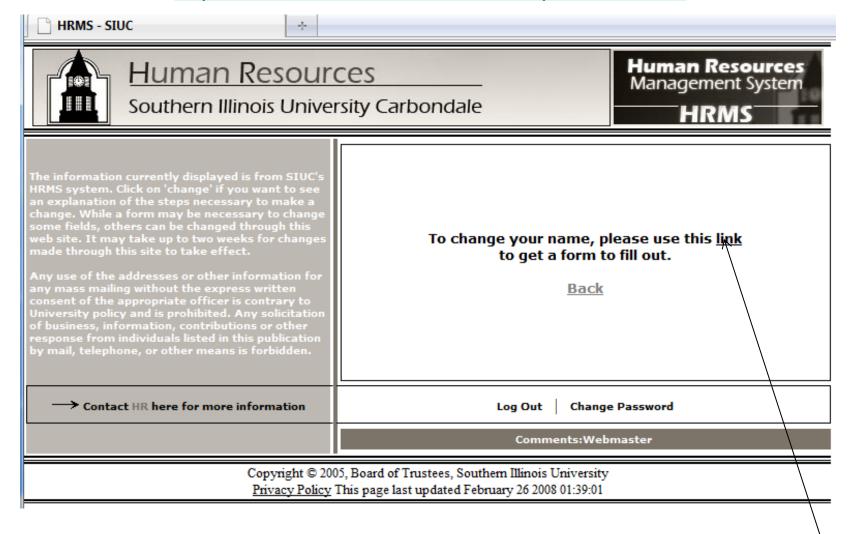
Southern Illinois University Carbondale

Human Resources
Management System
HRMS

The information currently displayed is from	Please Change my entry according to the following:
SIUC's HRMS system. Click on 'change' if you want see an explanation of the steps necessary to make a change. While a form may be necessary to change some fields, others can be changed through this web site. It may take up to two weeks for changes made through this site to take effect. Any use of the addresses or other information for any multiple mailing without the express written consent of the appropriate officer is contrary to University policy and is prohibited. Any solicitation of business, information, contributions or other response from individuals listed in this publication by mail, telephone, or other means is forbidden.	Degree Level (Ex. Bachelor of Arts Date degree is awarded College or University Field of Study Change Back
->Contact HR here for more information	Log Out Change Password

Comments:Webmaster

Change of Name will ask you to complete a new W-4 form which may be found at: http://eforms.siu.edu/siuforms/info/pao0101.html



e-Forms Information Download Form Form Title: Employee W-4 Tax Withholding Allowance Certificate Employee W-4 Tax Withholding Allowance Certificate Description: None available Usage Notes: Use Documentation: Form Use Information To be used by: Campus Use Posted on: 22 Mar 2007 Posting by: Human Resources - Payroll Author: Clay Cochran Author's email: claytonc@siu.edu Form ID: pao0101 Southern Illinois University Carbondale - Mailing Address: Carbondale, IL 62901-6899 Phone: (618) 453-2121 - Last changed: May 2, 2013

Click on "Download Form"

SIUC Pa	gro <i>ll</i>	Office
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Print or Type

I am paid as:	☐ Monthly Family (AP Staff/Grad/Undergrad
	Semi-monthly Civil Service
	Bi-weekly Civil Service
	Diametric Contact

[Fill Out and Sign Both Forms]			_
FEDERAL Form W-4	Employee's Withholdi	ng Allowance	Certificate
Dept of the Treasury	- + Whether you are entitled to claim a se	claim recentless of adherences	are examplion from withholding in
Internal Revenue Service	subject to review by the IRS. Your ex	ophysic may be required to	send a copy of this form to the IKX.
1) Last Name	First Name		Middle
2) Social Security Number		Date of Birth	
Mailing			
Address	City	ST	ZIP code
Filling Status		higher Single rate.	
4) If your last name differs from that shown on your soci	al security card, check here.	You must call 1-800	772-1213 for a new card.
5) Total number of federal allowances you are claiming.		······	
6) Additional federal amount, if any, you want withheld	from each pay		5
7) I claim exemption from withholding for tax year → Last year I had a right to a refund of all Federal in → This year I expect a refund of all Federal income to	come tax withheld because I had a	so tax liability	conditions for exemption: snd
If you meet BOTH conditions, write "EXEM	PT	······	<u> </u>
Under provides of perjury, I declare that I have examined this certi-	florie and to the hest of my knowledge a	ad belief, K is true, over	it, and complete.
Employee's signature (form is not valid without signature)	Date	signed

IL Form W-4 Winnin Department of Revenue	Employee's Illinois Withholding Allowance Cer	rtificate
Total number of state allowances you are els Additional state amount, if any, you want wi I claim Exempt from II. Withholding and un	-	S
Under penalties of perjury, I declare that I have ess	mined this certificate and to the best of my knowledge and belief, it is true, correct, a	ad complete.
Employee's signature (form is not valid with	rout signature) Date sig	med

Southern Illinois University, Payroll Office, 108 Miles Hall, Carbondale, IL. 62901-6820 Revised Jan 2007

Employer Identification Number (EIN) 37-6005961

Form:pac0101

This form should be completed and sent to **Southern Illinois University, Human** Resources, Miles Hall, Carbondale, IL 62901-6520

Change of department, rank, title or classification requires paperwork initiated by the department



Human Resources

Southern Illinois University Carbondale

Human Resources
Management System

The information currently displayed is from SIUC's HRMS system. Click on 'change' if you want see an explanation of the steps necessary to make a change. While a form may be necessary to change some fields, others can be changed through this web site. It may take up to two weeks for changes made through this site to take effect.

Any use of the addresses or other information for any multiple mailing without the express written consent of the appropriate officer is contrary to University policy and is prohibited. Any solicitation of business, information, contributions or other response from individuals listed in this publication by mail, telephone, or other means is forbidden.

The Department and Rank, Title or Classification are based upon personal paperwork and can only be updated through processing new paperwork.

<u>Back</u>

>Contact HR here for more information

Log Out | Change Password

Comments: Webmaster

For address changes-clicking on the change field will generate an Address Change form to be completed and sent to:

Carbondale
•Human Resources 6520

Springfield
•Human Resources 9601

FACULTY/STAFF/GRADUATE ASSISTANT/RETIREE/STUDENT EMPLOYEE CHANGE OF ADDRESS FORM

SOUTHERN ILLINOIS UNIVERSITY

I am paid: Monthly	Semi-Monthly Bi-We	eekly (Civil Service)	Bi-Weekly (Student) Retiree	
LEGAL NAME:				
	Last	First	Middle	
SPOUSE NAME:				
	Last	First	Middle	
STREET:			APT. NO	
CITY:				_
STATE:			Zip Code	
COUNTRY:				
HOME PHONE:				
Directory Information:				
ADDRESS I understand this address	PHONE replaces any previous mailing:	Ü	ADDRESS AND PHONE	ard,
l understand this address or Change of Address For		address submitted to Sour	thern Illinois University on a W-4 ca e Management System (HRMS)	ard,
I understand this address or Change of Address For	replaces any previous mailing : m. This change will be process date below or the date the form	address submitted to Sour sed in the Human Resourc was received for process	thern Illinois University on a W-4 ca e Management System (HRMS) ing, whichever is later.	ard,
I understand this address or Change of Address For according to the effective	replaces any previous mailing : m. This change will be process date below or the date the form	address submitted to Sour sed in the Human Resourc was received for process	thern Illinois University on a W-4 ca e Management System (HRMS) ing, whichever is later. ignature Date	AIS#on
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I understand this address or Change of Address For according to the effective Effective Date of Cha Please mail completed form to: Carbondale campus: Human R	replaces any previous mailing: m. This change will be process date below or the date the form	address submitted to Sources in the Human Resources was received for process	thern Illinois University on a W-4 ca e Management System (HRMS) ing, whichever is later. Ignature Date "Employees can find SIU ID Card or Depo	AIS#on
I understand this address or Change of Address For according to the effective	replaces any previous mailing: m. This change will be process date below or the date the form ange Resources, 6520 lesources, 9601	address submitted to Soutsed in the Human Resource was received for process Employee Si *AIS / Emp	thern Illinois University on a W-4 ca e Management System (HRMS) ing, whichever is later. ignature Date "Employees can find SIU ID Card or Depo Student Employees of	AIS#on
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I understand this address or Change of Address For according to the effective Effective Date of Cha Please mail completed form to: Carbondale campus: Human R	replaces any previous mailing: m. This change will be process date below or the date the form ange Resources, 6520 Resources, 9601 HR Benefits AIS	address submitted to Soutsed in the Human Resource was received for process Employee Si "AIS / Emp TOffice Use Only HR Employment HR Pro Interp	thern Illinois University on a W-4 called Management System (HRMS) ing, whichever is later. ignature Date "Employees can find SIU ID Card or Depo Student Employees called AIS # on Salukinet.	AIS#on