C:\Users\NECAMPBELL\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\W2TKYZS0\MC900441405[1].wmf

In The News

Information Sheet

### Adoption/Birth-Death-Marriage-Retirement

Employee Name: Click here to enter text.

Department: Click here to enter text.

Employee Phone Ext.: Click here to enter text.

Supervisor Name/ Phone Ext.: Click here to enter text.

Person Submitting Information: Click here to enter text.

Type of event:

**Adoption/Birth**

Name of Child(ren): Click here to enter text.

Parents Names: Click here to enter text.

Date and Place of Event: Click here to enter text.

Gender of Child(ren): Click here to enter text.

# Death

Name of Deceased: Click here to enter text.

Relation to Employee: Click here to enter text.

Date of Death: Click here to enter text.

Funeral Arrangements (to include: date of funeral, location, address where cards/donations may be sent, special requests, etc.)

Click here to enter text.

# Marriage

## Name of Persons married: Click here to enter text.

## Date and Time of Event: Click here to enter text.

Where couple is residing: Click here to enter text.

# Retirement

Name of person retiring: Click here to enter text.

Date of retirement: Click here to enter text.

Employee’s department: Click here to enter text.

Years of service to department/university: Click here to enter text.

NOTE: By completing this form and returning it to the Human Resources Office, it automatically designates that the employee’s permission has been sought to publish this information via e-mail. The completed form can be delivered to Human Resources at Holloway Hall, Room 153 or emailed to [humanresources@salisbury.edu](mailto:humanresources@salisbury.edu). If you have any questions, please call Human Resources at 410-543-6035.