



**Human Resources**  
820 N. Michigan Ave  
Chicago, IL 60611  
312.915.6175

April 22, 2009

Dear Faculty & Staff Colleague,

Re: Faculty and Staff personal data confirmation survey

In order to provide better service to you and to comply with recent changes in governmental reporting requirements, we are asking you to complete an on-line survey by June 19, 2009. The survey will gather demographic information to update our records and will help us communicate more effectively with you related to your employment and safety. This information will be confidentially maintained according to Loyola policies and government regulations.

The demographic information includes:

- Verifying or updating your current telephone numbers, address and emergency contact information. By providing your cell phone and emergency contact information, Loyola can relay emergency information to you most effectively.
- Verifying or updating citizenship status, requests for disability accommodations and self-identification in the new racial categories defined in federal regulations. This information is required by recent changes in governmental reporting processes and regulations.

You can access the on-line survey at: [https://vault.lumc.edu/extranet/index\\_ssl.cfm?luc=1](https://vault.lumc.edu/extranet/index_ssl.cfm?luc=1)  
Please log into the on-line survey using your Universal ID and password.

We appreciate your assistance in updating this information. If you have any questions regarding this request or the survey, please contact Danielle Hanson in the Human Resources Department at [dhanson@lumc.edu](mailto:dhanson@lumc.edu) or 312-915-7510.

Sincerely,

Thomas M. Kelly  
Vice President for Human Resources