



EMPLOYEE CHANGE OF PERSONAL INFORMATION

When you have a change in contact information, please provide the new information to HR, 330 Cleveland Hall (C7047). If you are changing your social security number, a copy of your new social security card will be required, and if applicable, a change of name certificate.

EMPLOYEE INFORMATION

Name _____ EmplID _____

Exempt (paid per year) _____ Nonexempt (paid semi-monthly) _____ Campus Phone _____

TYPE OF CHANGE

name _____ home phone _____ home address _____ campus address _____ campus phone _____

EMPLID _____

NEW INFORMATION

Name _____ (include documentation)

Home Address _____

Home Phone _____

Campus Address _____ Location Code _____