



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Required Employee Information

Policy:

Employees are required to maintain their current home addresses, telephone numbers, and emergency contact information with the Office of Human Resources and Payroll Department. Name changes, accompanied by a copy of the social security card bearing the new name, or marriage/driver's license, should also be provided to the Human Resources and Payroll offices, as applicable.

The Office of Human Resources should be notified of any change in family circumstances that will affect those who are covered by or who are beneficiaries of employees, with regard to employee benefits and/or retirement plans.