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Employee Personnel Data Change

A human resources/payroll form on which employees can update their personnel data,

including address and other contact information. Return form to Payroll Office.

Personnel Data Change

|  |
| --- |
| Employee name: |
| “A” number: |
| Department: |
| Date change effective: |

Please revise my personnel records to reflect the following changes:

|  |
| --- |
| New name: |
| New address: |
|  |
| New phone number: |
| New emergency contact: |
| Other changes: |
|  |
| Date submitted: |
|  |

|  |
| --- |
| Signature  |

Note: Changes for Federal or State withholding forms must be completed in the Payroll office.