



HUMAN RESOURCE POLICY & PROCEDURE

Topic: **CHANGE of NAME or ADDRESS POLICY**

Policy #:

Version: 1.0

Updated Date: March 2007

Purpose: To assure that employee records and payroll information is accurate and up-to-date.

Scope: All employees

Policy: It is the responsibility of the employee to notify The Office of Human Resources (OHR) within 30 days of changes of legal name*, address, telephone number or emergency information. A Personnel Action Form (PAF) must be completed noting the necessary change(s) and submitted to the Office of Human Resources.

* The OHR requires the employee's legal name be used in all Human Resources and Payroll records. A Social Security card or receipt from the Social Security Administration showing the new legal name is required to update the employee's records. The Social Security card or receipt must be presented to the representative of the OHR. The following forms must be completed in order to update employee name in the Human Resource and Payroll records:

- Personnel Action Form (PAF)
- Update the original I9 Verification form
- Representative of OHR will complete Section III of the original I9 form.
- W4 tax withholding form