



# NOTICE OF CHANGE TO AN EMPLOYEE'S PERSONAL INFORMATION

## *Notice of Change to an Employee's Personal Information*

The Department of Human Resources will happily assist you with making changes to your personal information. Please contact Human Resources to schedule a time to review applicable changes to your personal information and to provide accompanying documentation. Please be aware that after you have submitted a change to Human Resources, you may also want to confirm if notification and accompanying documentaioin needs to be submitted to others, including:

- Providing the District's Payroll Department with an updated *W-4 Form* and/or *Direct Deposit Form*
- Contacting Utah Retirement System (URS) to provide updated information
- Contacting your insurance providers, as applicable, to provide updated information

## *Employee's Personal Information*

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 School: \_\_\_\_\_ Postion: \_\_\_\_\_

## *I am submitting the following change to my personal information:*

- Name Change**
- Please note: In order to complete a *Name Change*, an updated **Driver's License or Social Security Card showing the employee's new legal name must be provided.**

NEW Legal Name: \_\_\_\_\_

FORMER Name: \_\_\_\_\_

Name as it appears on your Utah Educator License (if applicable): \_\_\_\_\_

- Address Change**

NEW Address: \_\_\_\_\_

FORMER Address: \_\_\_\_\_

- Email Change**

NEW Email: \_\_\_\_\_

FORMER Email: \_\_\_\_\_

- Phone Number Change**

NEW Phone Number: \_\_\_\_\_

FORMER Phone Number: \_\_\_\_\_

*Employee's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## *For HR Use Only*

Update the following, if applicable:				Notify the following, if applicable:			
Alio		Name Change Spreadsheet		Accounting Department		School/Department	
Allocation Spreadsheet		ObserverTab		IT Department		Webmaster	
CACTUS		Personnel File Label		Kelly Education Services			
Evaluation Spreadsheet				Payroll Department			