Policy Statement.
All changes in personal status must be reported to Human Resource Services.

Application of Policy.
Faculty and Staff

Definitions.

Procedures and Responsibilities.
1. **Name Changes:** Name changes must be reported to Human Resource Services. A Social Security Card with the new name must be presented before the official records can be changed. The employee concerned must report in person to make the necessary changes in insurance records, beneficiaries, ID card, etc.
   
   **Responsible Party:** Employee/Human Resource Services

2. **Address and Telephone Number Changes:** Employees must report in person to Human Resource Services to complete a new Biographical Data Form and other required forms.
   
   **Responsible Party:** Employee/Human Resource Services

3. **Changes in Educational Level:** Educational level changes should be reported to Human Resource Services by submitting a copy of the employee's certificate, diploma, degree, or transcript indicating the level of educational achievement; and completing a new Biographical Data Form.
   
   **Responsible Party:** Employee/Human Resource Services

References and Cross-references.

Forms and Tools. (optional)

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Revised: