

Instructions on How to Make Changes to Employee Information

Please submit the following to make changes:

For name and/or marriage status changes:

1. Employee Information Change Form
2. Copy of updated Social Security Card
3. Copy of marriage license, annulment, or divorce decree

For change of address:

1. Employee Information Change Form

If you need to update your tax information, please contact the Payroll Specialist.

A copy of all information submitted will be forwarded to Human Resources, Benefits, and Payroll.