

Employee Personal Information Change Form

Mulvane USD 263

Any employee who has a change in personal information that could impact his/her payroll and/or personnel records is requested to complete this form and return it to the Human Resources Office as soon as possible after the change occurs. Changes to payroll/personnel information must be submitted in writing by the employee before any paychecks or personnel records can be updated.

Employee Name: _____

Social Security #: _____

Position: _____

Building: _____

Change in Records Requested

Change in Address: the new address is as follows:

Change in Phone Number: the new phone number is as follows:

Change of Marital Status: describe the change below. Female employees must also attach a copy of the updated social security card to this form in order for an official change in name to appear on payroll and personnel records.

To change deductions for federal or state income tax purposes, an updated W-4 form must also be submitted. The form is available in the Human Resources Office.

To make insurance changes due to qualifying event, the employee needs to meet with the Benefits Clerk.

Signature of Employee

Date