

CHANGE OF NAME OR ADDRESS

SUMMARY

This procedure explains how to record a change in an employee's address.

PROCEDURE

1. Change is made on the Personnel Payroll screen "PDPO" by the Department Personnel Representative. The Personnel Change Document (PCD) is generated electronically and filed in the employee's personnel folder with a record of who made the change.
2. Departments must update their own records (Blue Book, emergency contact, etc.) with the new address.

CONTACT(S):

Department/Division

Department Personnel Representatives

Human Resources Department/Payroll and Information Management