



PERSONAL STATUS CHANGE

PM-70-04

Section: 70-00, PERSONAL RECORDS MANAGEMENT

All changes in an employee's personal status such as name, address, telephone number, marital status, etc., must be immediately reported to Compensation/Records Administration, Division of Human Resources.

Employees are responsible for reporting such changes.

It is the responsibility of the employee to complete and forward the Employee Personal Data Update form to the Compensation/Records Administration, Division of Human Resources, for record control and maintenance.

NOTE: All address changes must be in compliance with Employee Residency Requirements (PM - 14 - 02).