
EMPLOYMENT STATUS AND RECORDS

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Office of Human Resources, preferably in writing, of any and all changes in personnel data. Name changes, personal mailing addresses, telephone numbers, changes affecting number and names of dependents on SWOSU insurance policies, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. The Change of Address Form is available in the Office of Human Resources or on SWOSU's web site.