

## **EMPLOYMENT STATUS AND RECORDS**

### **PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Human Resources Office 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 University insurance policies, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.