



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
3**

**PAGE  
D1-151.0**

SUBJECT

**GENERAL**

SUB-TOPIC

**PERSONAL INFORMATION CHANGES**

It is extremely important that personnel records be kept up-to-date to ensure all benefits available may be awarded and to ensure compliance with federal and state regulations.

An employee must report any changes of personal information [name (i.e., by marriage)address, phone numbers, etc.] to his/her administrative unit immediately. The employee will report changes of personal information on the Personal Data Form (PDF) (Exhibit D6). The administrative unit will forward this form to the Human Resources Office for processing.

Employees wishing to make changes to their Federal Withholding Tax must complete a W-4 form. This form is then forwarded to the Payroll Office.