



### **Change of Address and Other Personal Information**

It is very important that employees advise the university of any changes in name, marital status, address, telephone number, and dependents so that they receive important mailings and information and do not risk loss of benefit coverage. It is the employees' responsibility to notify their supervisor and/or the Office of Human Resources of any changes to this information. The appropriate forms are available from the Office of Human Resources.

Revised Date: 03/10/2006