



Staff Information Change Form

Date:

Initials:

Change affects: Staff Name

Site(s) (circle)

AES FES RMS SES DO Facilities

| Mailing Address or Phone Change <i>Schools or D.O. can update</i> | Emergency Contact Change <i>Schools or D.O. can update</i> | Legal Name Change <i>H.R. and Payroll only</i> |
|--|--|---|
| <p>New address: _____ _____</p> <p>New Cell: _____</p> <p>New Home: _____</p> <p>New Text: _____ (employee to text "Y" to 68453)</p> <p>Site Office or DO Staff:</p> <p><input type="checkbox"/> Update in PowerSchool on Staff Greencard page</p> <p><input type="checkbox"/> Print new staff green card</p> <p><input type="checkbox"/> Notify HR</p> <p><input type="checkbox"/> Notify Payroll</p> <p><input type="checkbox"/> Notify Information Coordinator</p> <p><input type="checkbox"/> Notify Sp. Ed Secretary (if Sp. Ed dept)</p> | <p>Emergency Contact 1</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Phone 1: _____</p> <p>Phone 2: _____</p> <p>Emergency Contact 2</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>Phone 1: _____</p> <p>Phone 2: _____</p> <p>Site Office or DO Staff:</p> <p><input type="checkbox"/> Update PowerSchool Staff Greencard page</p> <p><input type="checkbox"/> Print new staff green card</p> <p><input type="checkbox"/> Notify Information Coordinator if itinerant (multi-site) employee</p> | <p>Prior Legal Name:</p> <p>_____</p> <p>New Legal Name:</p> <p>First: _____</p> <p>Middle: _____</p> <p>Last: _____</p> <p>New SUSD Email needed? Y N _____@saratogausd.org</p> <p><input type="checkbox"/> Legal document received by HR / Payroll?</p> <p><input type="checkbox"/> Notify Human Resources</p> <p><input type="checkbox"/> Notify Payroll</p> <p><input type="checkbox"/> Notify Data Coordinator</p> <p><input type="checkbox"/> Notify Information Coordinator</p> <p><input type="checkbox"/> Notify Sp. Ed Secretary (if Sp. Ed. dept)</p> <p><input type="checkbox"/> Notify Technology if new email</p> |
| Job Change <i>H.R. only</i> | Status Change <i>H.R. only</i> | Termination or Leave of Absence <i>H.R. only</i> |
| <p><i>Fill in all that apply</i></p> <p>New Title / Assignment: _____</p> <p>FTE: _____ %</p> <p>End Date (prev. assignment): _____</p> <p>Start Date (new assignment): _____</p> <p>Previous Site(s): AES FES RMS SES DO</p> <p>New Site(s): AES FES RMS SES DO</p> <p>Grade Level: _____</p> <p><input type="checkbox"/> Notify Payroll</p> <p><input type="checkbox"/> Notify Data Coordinator</p> <p><input type="checkbox"/> Notify Information Coordinator</p> <p><input type="checkbox"/> Notify Technology if site change</p> | <p>New Credential or Degree: _____</p> <p>New Status: Tenured Prob Temp Other _____</p> <p><input type="checkbox"/> Notify Data Coordinator</p> | <p>Circle one: LOA Termination</p> <p>Start Date: ____/____/____</p> <p>End date: ____/____/____</p> <p><input type="checkbox"/> Keys received: _____ (initial and date)</p> <p><input type="checkbox"/> Notify Payroll</p> <p><input type="checkbox"/> Notify Data Coordinator</p> <p><input type="checkbox"/> Notify Information Coordinator</p> <p><input type="checkbox"/> Notify Technology</p> |

**Notify your School Office of any updates
Route to next person on checklist**