

NAME & DEMOGRAPHIC CHANGE INSTRUCTIONS

1. **Employee Data Change Form** – This form is on the second page of these instructions and is used to change your name and/or demographic information in Employee Access.

Please complete form, sign and return to the Human Resources department at Central Services. Your signature is required in order for your name and/or demographic information to be changed in Employee Access.

If you are changing your name, you must submit a copy of your social security card with your legal name with the Employee Data Change Form.

2. **Lake Dallas ISD Employee Benefits Portal** – All insurance benefits including, health, dental, vision, disability, cancer, basic life, individual and group life, AD&D, identity theft and flexible spending accounts.

Log in to the Benefits HUB at www.mybenefitshub.com/LakeDallasISD. Follow the instructions or watch the Login Help Video on the screen to log in. Once you are logged in the Benefits HUB, you can change your demographic information in your profile under Personal Information. A weekly update is sent to all benefit carriers notifying them of any demographic changes.

Human Resources will change your name in the Benefits HUB once you have submitted your Employee Data Change Form and a copy of your Social Security card.

3. **Aesop** – Substitute Tracking System

It is the employee's responsibility to keep their phone number current in Aesop.

**LAKE DALLAS ISD
EMPLOYEE DATA CHANGE FORM
FOR EMPLOYEE ACCESS**

Date of Request: _____ Social Security No. _____

Name: _____
First Middle Last

_____ CHECK HERE IF YOU ARE CHANGING YOUR NAME.
SOCIAL SECURITY CARD MUST BE PRESENTED FOR NAME CHANGE.

What is your new name? _____
First Middle Last

Mailing Address: _____
P.O. Box or Street Address

City State Zip Code

Physical Address (if different from above):

City State Zip Code

Please circle one:

Primary Phone: _____ Cell Phone or Land Line

Secondary Phone: _____ Cell Phone or Land Line

This form must be submitted to Human Resources with your signature in order for your information to be updated in Employee Access. It is the employee's responsibility to keep their phone number current in AESOP.

Employee Signature

Date

For Office Use Only

Skyward _____

Technology E-mailed _____

9/4/14