



## CHANGE OF NAME/ADDRESS/TELEPHONE NUMBER

*Directions:* Employee completes (and signs) this form when there is a change of name, address or telephone number. Please carefully follow all directions on this form. For a name change, a copy of your Social Security card reflecting the new name must be provided (name can't be changed on payroll records until this is received).

Employee Name (PLEASE PRINT)-if name change print **former** name here & new name below

Soc.Sec.#

**Type of Change**

(mark all that are changing)

**Information**

(please complete address & telephone #, whether or not these are changing)

**Effec. Date of Change**

|                          |   |       |       |
|--------------------------|---|-------|-------|
| <input type="checkbox"/> | Name<br><i>(only for a name change)</i> | _____ | _____ |
| <input type="checkbox"/> | Address                                 | _____ | _____ |
| <input type="checkbox"/> | Telephone #                             | _____ | _____ |

Employee Signature

Date Form Completed

**FOR CENTRAL OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE.**

| <b>Date Received:</b> |   |  | <b><u>Initials</u></b> | <b><u>Date</u></b> |
|-----------------------|---|--|------------------------|--------------------|
| _____                 | 1 | Payroll information updated in MUNIS   | _____                  | _____              |
|                       | 2 | Health Ins. & Life Ins. Changed in KHRIS   | _____                  | _____              |
|                       | 3 | Certified Employees: All Changes -<br>Upload Driver's License, SS Card, etc. in Pathways | _____                  | _____              |
|                       | 4 | Classified Employees: Send copy of SS Card to KPPA                                       | _____                  | _____              |
|                       | 5 | Update information in Red Rover  | _____                  | _____              |
|                       | 6 | Updated information for IC   | _____                  | _____              |
|                       | 7 | Name Change Only: Personnel File Label   | _____                  | _____              |
|                       | 8 | Name Change Only: Notify Technology for e-mail   | _____                  | _____              |
|                       | 9 | Name Change Only: Notify AP for Amazon and TPT   | _____                  | _____              |

**This form is to be filed in employee's personnel file when everyone has initialed.**