

**GREAT NECK PUBLIC SCHOOLS
CHANGE IN EMPLOYEE INFORMATION**

(This form will be used for your records in Human Resources and Payroll only)

Employee: _____ Position: _____

Location: _____ Work #: _____ SS #: _____
(last four-digits only)

Check off box(es) of information to be changed, provide new information, sign and send to HR.

Effective date of change(s): _____

Name: _____
(Note: Change of name will require supporting documentation – contact HR for further information)

Legal Address: _____

NOTE: If mailing address is different than legal address, provide mailing address on the back of this form.

Home #: _____ Cell #: _____ Email: _____
(Area Code) (Area Code)

Do not include my address in the directory Do not include my phone # in the directory

In The Event of an Emergency: (Nearest relative/person to be contacted)

Name: _____ Relationship: _____

Phone #s: _____ / _____
(Area Code) (Area Code)

Personal Physician to be contacted:

Name: _____ Phone: _____

I certify that the above information is true and I give permission to change my records.

Employee Signature: _____ Date: _____
(Note: Signature required for any changes to be made.)

****IT IS IMPORTANT TO:**

- Change your name on your TEACH account by logging into the following website: <http://www.highered.nysed.gov/tcert/teach>
- Notify the *New York State Teachers' Retirement System* (if you are a member) by filling out the "TRS" form and mailing it directly to them or contact them at 800-356-3128 for additional information.
- Notify the *Employees' Retirement System* (if you are a member) by filling out the "ERS" form and mailing it directly to them or contact them at 518-474-7736 (District Code 72827) for additional information.
- Notify *GNTA (Great Neck Teachers' Association)* at 516-829-9070.
- Notify *NYSUT* via mail at: 800 Troy-Schenectady Road, Latham, NY 12110-2455 or via fax at 518-213-6413.
- Notify the Credit Union (if you are a member) at 516-441-4068.
- If your name has changed, notify the Social Security Administration Office at 1-800-772-1213 or go to their website at www.ssa.gov, and request form SS-5 so that your earnings may be accurately credited.