



Name changes

Former name: _____

New name: _____

- Must provide legal documentation

Date notified: _____

NOTE: Employee must submit a Tech Request if they want to change their name in Synergy, staff lists, etc.

FOR HR USE ONLY:

Skyward _____

Tech Request _____

Insurance

HP __ Delta __ Medsurety __ VEBA __

Coverage change needed? Beneficiary updates?

Email to Payroll, Accounts Payable and Building Secretary _____

ID Badge _____

Frontline _____

ObserverTab (teaching staff only) _____

Green folder (teaching staff only) _____

Laserfiche _____