

# HUNTINGTON UNION FREE SCHOOL DISTRICT

## EMPLOYEE INFORMATION CHANGE FORM

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EFFECTIVE DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SCHOOL/BUILDING

\_\_\_\_\_  
DATE

**NAME CHANGE:**

\_\_\_\_\_  
**OLD NAME**

\_\_\_\_\_  
**NEW NAME**

**ADDRESS CHANGE:**

\_\_\_\_\_  
**OLD ADDRESS**

\_\_\_\_\_  
**NEW ADDRESS**

HOME PHONE# \_\_\_\_\_

CELL PHONE# \_\_\_\_\_ (ADD FOR CONNECT ED MESSAGES)

PERSONAL EMAIL ADDRESS: \_\_\_\_\_ (ADD FOR CONNECT ED MESSAGES)

*Instructions: Employee complete all sections above that apply. Forward completed/signed form to Human Resources.*

**FOR OFFICE USE ONLY**

<b>Human Resources:</b>	<i>Initial/Date</i>	<b>Payroll:</b>	<i>Initial/Date</i>
Finance Manager		Empire	
Personnel File		Dental	
Copy to Payroll		Life	
Copy to Purchasing		Retirement System	
		Retiree Database	
		Union Dues	
		<b>Purchasing:</b>	<i>Initial/Date</i>
		Update Vendor History (if applicable)	