

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.503 Changes in Personal Status</b>	

Policy Statement.

All changes in personal status must be reported to Human Resource Services.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

- |   |   |
|---|---|
| <p>1. <b>Name Changes:</b> Name changes must be reported to Human Resource Services. A Social Security Card with the new name must be presented before the official records can be changed. The employee concerned must report in person to make the necessary changes in insurance records, beneficiaries, ID card, etc.</p> | <p>Employee/Human Resource Services</p> |
| <p>2. <b>Address and Telephone Number Changes:</b> Employees must report in person to Human Resource Services to complete a new Biographical Data Form and other required forms.</p>  | <p>Employee/Human Resource Services</p> |
| <p>3. <b>Changes in Educational Level:</b> Educational level changes should be reported to Human Resource Services by submitting a copy of the employee's certificate, diploma, degree, or transcript indicating the level of educational achievement; and completing a new Biographical Data Form.</p>                       | <p>Employee/Human Resource Services</p> |

References and Cross-references.

None

Forms and Tools.

None

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Effective: 9/1/2006

Revised: