



COLLEGE OF THE SISKIYOU S
HUMAN RESOURCES

CHANGE OF INFORMATION

NAME

DATE:

CURRENT NAME ON RECORD

NAME CHANGE (Provide copy of new social security card to HR)

Employee Type:

- Classified, ASM, Administrator, Faculty, Adj. Faculty, Student, Short Term/Substitute

ADDRESS

CURRENT ADDRESS CITY STATE ZIP CODE

NEW ADDRESS CITY STATE ZIP CODE

PHONE NUMBER

CURRENT PHONE NUMBER

NEW PHONE NUMBER

E-MAIL

OLD EMAIL ADDRESS

NEW EMAIL ADDRESS

Do you have a Siskiyous.edu email? Does your Siskiyous.edu email need to be forwarded to your personal email?

CHECK DISTRIBUTION

Is your paycheck mailed? Yes No

Do you want your paycheck mailed to the new address if applicable? Yes No

Is this a permanent or temporary change? Permanent Change Temporary Change Dates of Temporary Change to

EMPLOYEE SIGNATURE

For Office Use Only

- BANNER (H.R.), HR DATABASE (H.R.), MAILED CHECK LIST (Pennie), MEDICAL (Kelly), PERS (Kelly), TELEPHONE TREES (Denise)