

CHANGES IN PERSONAL INFORMATION

Whenever changes occur in your personal information which is maintained by the District, you should notify the Personnel Department as soon as possible. Such changes include a change in name, address, and phone number. Insuring that the District has the correct information is important in order for the District to contact you with important information and for the proper delivery of your paycheck. Further, federal law requires that your name and social security number match for reporting at the end of the year. A mismatch will result in a delay in processing your tax information. Use the form - Change In Personal Information - to make these changes.

Changes in marital status and children in the home must be reported directly to payroll for insurance changes. A SISC form must be completed and submitted for insurance coverage to be changed. Failure to report the changes could result in a new child not being covered for medical care or in charges being wrongfully sent to SISC.