

# Edison State Community College

## Change/Correction of Address, Phone, Name

(Return to Human Resources)

**New Name:** Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

**Former Name:** Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Employee ID# \_\_\_\_\_

**Complete the appropriate section below, according to the type of change.**

### Name Change Due To Marriage/Divorce/Legal/Correction

New Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

I hereby request that Edison Community College use the current name indicated above for my employment records and to cross-index all records pertaining to me. I understand that my Edison email and Blackboard accounts will not be updated until approximately 2 weeks after the end of the semester, ensuring that my important data and documents will not be lost during the current semester. I will be notified when my Edison email and Blackboard accounts are officially changed and directed how to access my new accounts.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Address change:

If you do not want this to be published, please check the box. ☐

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The School District in which I reside \_\_\_\_\_

### Phone Number Change

Change all that apply. If you do not want this to be published, check the box beside each number not to be published:

☐ Home Phone \_\_\_\_\_ ☐ Cell Phone \_\_\_\_\_ ☐ Other \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY:** **Date** Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date** Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Processed in NAE By \_\_\_\_\_ Processed in Employee Access Database By \_\_\_\_\_  
Processed in ETAX By: \_\_\_\_\_  
Updated Benefit Information \_\_\_\_\_ Updated CMS/Staff Directory \_\_\_\_\_ Rev 8/2026