

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.

I. 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, insuring 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: _____

II. 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 _____

III. 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 If you do not want this to be published check the box beside each number not to be published: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/ETAX By _____ Processed in Employee Access Database By _____

Updated Benefit Information _____ Updated CMS/Staff Directory _____ Rev 09/13