

Human Resources Personal (and Work) Information Update Form

Date Entered
(For HCC Use)

Note: Changes to your **personal** information will only be updated on PeopleSoft. In addition, you will need to contact the HR Benefits Department to update your new information with TRS and ERS.

Name: _____ (Please type or print clearly)

SSN: _____ (Please type or print clearly)

I would like to make the following change(s) to my personal information:

(Check all that apply)

___ **Name** ___ **D.O.B.** ___ **Home/Cell Phone Number** ___ **Address** ___ **SSN**

I would like to make the following change(s) to my work information:

(Check all that apply)

___ **Mail Code** ___ **Work Phone Number**

Indicate New Information Below:

Name Change: _____

(Note: Must present social security card indicating new name before change can be made. This change must be requested in person; completed form for this change cannot be returned by mail or fax.)

Date of Birth: ____/____/____

(Note: Must present birth certificate or driver's license before change can be made. This change must be requested in person; completed form for this change cannot be sent to E.R. by mail or fax.)

New Home/Mailing Address:

Street No./Name Apt. # City State Zip Code

New Phone Number:

(Home/Cell) _____ (Work) _____
Area Code New Number Area Code New Number

SSN Change/Correction: _____

(Note: Must present social security card indicating number. This change must be requested in person; completed form for this change cannot be sent to E.R. by mail or fax.)

New Mail Code: _____

Employee Signature (Required)

Date

Return completed form to the Employee Records Department, 3100 Main, P.O. Box 667517, Houston, TX 77266-7517 or fax (713) 718-8567. For Questions regarding this form, call 713-718-8568, 8569 or 8590. Once the update is made in PeopleSoft, an email will be sent to you confirming the change.