

(For HCC Use Only)

Date Entered

Confirmation Sent

## Human Resources Personal (and Work) Information Update Form

**Note:** Changes to your **Personal** information will only be updated in HR PeopleSoft, not with ERS.

Benefits eligible employees should use member self-service available from ERS at [www.ers.state.tx.us](http://www.ers.state.tx.us) to log in and update their address. This will change the address for health, dental and other ERS benefits.

No employee action is required to update an address with TRS. The update is automated through monthly demographic reports the college sends to TRS.

Name: \_\_\_\_\_ (Please type or print clearly)

SSN or EMPLID: \_\_\_\_\_ (Please type or print clearly)

**I would like to make the following change(s) to my personal and/or work information:**

*Check all that applies and indicate new information below:*

**Name Change:** \_\_\_\_\_

(Note: Must present social security card indicating new name before change can be made.)

**IMPORTANT:** Your email will automatically update in the Active Directory to reflect your new name. Per the I.T. department's business rules, you cannot keep your previous email.

**Date of Birth:**   /   /

(Note: Must present birth certificate or driver's license before change can be made.)

**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 Work Phone Number:**    -    -

**New Mail Code:** \_\_\_\_\_

**Did You Know?** – By using Employee Self Service in PeopleSoft, you can make changes to your mailing address and/or home phone number at any time without the need to complete a form.

**New Home/Mailing Address:**

Street No./Name

Apt. #

City

State

Zip Code

**New Home Phone Number:**    -    -

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.