

Employee Demographic Changes

The Human Resources office and the supervisor should be informed immediately of any change relevant to the employee's employment, such as a change in name, address, or the telephone number. To do so, the employee must submit in writing any and all changes. An employee can notify Human Resources of changes by logging in to their ADP account and updating relevant information.

Employees should also inform the Human Resources Office of marital and family status changes such as marriage, divorce, birth, adoption, death, etc., since such changes could affect tax withholding and health insurance. The Human Resources Office should be informed of any other changes in employment related information requested by management.