

Policy Type: Human Resources
Policy Title: Employee Change of Information Policy
Policy Number: HR-19

Purpose:

To clarify the process required when requesting a change of information to employee records.

Scope:

This policy applies to all employees of Green River Community College.

Procedure:

1. All employee requests for information changes must be made on the “Change of Information” form.
 2. Employee records will be created according to the name on their social security card, which must be presented for payroll purposes upon employment.
 3. No name changes will be made to any Green River records until a social security card documenting the change has been presented to the Office of Human Resources.
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Specific Authority:

Law Implemented:

History of Policy or Procedure

Draft: January 24, 2004

Adopted: April 5, 2005

Revised:

Reviewed by:

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