POLICY

Changes in Personal Data

LAST REVISED ON 10/2013

This policy applies to: All faculty and staff

I. Policy

Each faculty and staff member is expected to promptly notify his or her department head and the Office of Human Resources of changes to name, home address and telephone number.

The Office of Human Resources, Administrative Services should be notified of changes in marital status, spouse's name, number of dependents and beneficiaries in order to assure proper benefits administration. If the change will affect your tax status an updated state and federal tax form will need to be completed.

II. Procedure

A. Changes of home address, telephone number, email address and emergency contact can be changed through the online HRMS system (https://www.rochester.edu/hrms). A NetID (http://www.rochester.edu/its/netid/)is needed to access the HRMS system.

B. Changes to name, marital status, military service, etc. must be made in writing. A Personal Data Sheet can be printed from the HRMS web page (UR Documentation>Sample Forms>Personal Data Change Form), completed, and sent to the Office of Human Resources, Administrative Services at Box 270453.

C. Changes in beneficiary or medical plan coverage must be completed in writing and sent to the Office of Human Resources, Administrative Services at Box 270453. Forms are available on the Benefit Office website (http://www.rochester.edu/working/hr/benefits/forms/).

D. Changes in tax exemptions require the completion of a new Federal Form W-4 and/or State Form IT-2104. The online form is available on the HRMS web page (Self Service> Payroll and Compensation). Questions regarding taxation can be directed to the Payroll Office at (585) 275-2040 (tel:5852752040).

ABOUT THIS POLICY

Policy Applies To
Faculty, Staff

Policy Number
401

Issuing Authority
Human Resources

Responsible Officer
Kathy Miner

Contact Information
kathy.miner@rochester.edu (mailto: kathy.miner@rochester.edu)

ADDITIONAL RESOURCES

NetID (https://tech.rochester.edu/services/netid/)

HRMS (https://ps.its.rochester.edu/psp/HRPRD/?cmd=login&languageCd=ENG&)

RELATED POLICIES

Access to and Maintenance of Personnel Records (https://www.rochester.edu/policies/policy/personnel-file-access/)

POLICY KEYWORDS

Benefits (https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306)

[Compensation (https://www.rochester.edu/policies/all/?filter%5Btopics%5D=326)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=326)

[Data (https://www.rochester.edu/policies/all/?filter%5Btopics%5D=376)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=376)