

Subject: **Changes in Personal Data**

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 Benefit's Division 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 at www.rochester.edu/urhr. A NetID is needed to access the HRMS system and can be set up at www.rochester.edu/its.

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; completed and sent to the Office of Human Resources Service Center, Towne House 202.

C. Changes in beneficiary or medical plan coverage must be completed in writing and sent to the Human Resources Benefits Division. Forms are available online.

D. Changes in tax exemptions require the completion of a new W-4 online form which is available on the HRMS web page; any changes to the state form will need to be completed via paper and dropped off to the payroll office, room 1-7220 in the medical center, or mailed to Box PERC.