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CHANGES IN PERSONAL DATA

POLICY

Changes in Personal Data

LAST

REVISED

ON [Print](https://www.rochester.edu/policies/policy/personal-data-changes/?pdf=1) [Download PDF](https://www.rochester.edu/policies/policy/personal-data-changes/?pdf=1)(<https://www.rochester.edu/policies/policy/personal-data-changes/?pdf=1>) [Email](mailto:?subject=Changes in Personal Data)(<mailto:?subject=Changes in Personal Data>)

DECEMBER

2024

This policy applies to: All faculty and staff

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I. POLICY

II. PROCEDURE

I. Policy

Each faculty and staff member is expected to promptly notify their 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.

Employees with certain professional licenses may also be required to promptly notify the New York State Education Department or similar licensing entity of any change in name or contact information.

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

myURHR Training

Materials

(<https://www.rochester.edu/human-resources/professional-success/myurhr/training/>)

RELATED POLICIES

Employee Name Change

(<https://www.rochester.edu/policies/policy/employee-name-change/>)

Access to and Maintenance of Personnel Records

BOUNDLESS **POSSIBILITY**

Explore our 2030 Strategic Plan

(<https://www.rochester.edu>)



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Rochester, NY 14627**



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