



XAVIER UNIVERSITY

Reporting Changes in Personal Contact Information

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

For the protection of both employees and Xavier University, employee personnel records must be confidentially maintained and kept current. Changes affecting such records will be posted in the files promptly

B. POLICY

An employee's failure to report changes in personal contact information may prevent that employee from obtaining or maintaining valuable employee benefits and/or services. It is each employee's responsibility to report any change of personal information. Notification shall be made, by the employee, in writing, to the Office of Human Resources. (Go to Employee Hub→Forms→Personal Information Change).

C. DEFINITIONS

For the purposes of this section, a change in personal contact information shall include the following:

- a. Name change;
- b. Address change;
- c. Phone number change;
- d. Marital status change;
- e. Changes which may affect employee benefits (i.e., insurance and pension(s) such as changes in dependents or beneficiaries);
- f. Number of exemptions (for tax purposes); or
- g. Citizenship.

D. PROCEDURE

1. Employees shall normally report personal contact information changes to the Office of Human Resources within three (3) days of such change.
2. Employees requesting access to their personnel record should refer to the Personnel Records policy.