

## **POLICY 507 PERSONAL DATA CHANGES**

1. **Purpose.** To ensure accurate and up-to-date personal information is on file within Human Resources for all employees.
2. Policy.
  - 2.1 Each employee must promptly notify Eau Claire County of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, marital status, certification achievements, and other such status reports must be accurate and current at all times.
3. Changes in Name
  - 3.1 Documentation of name changes is required to update your legal name in Eau Claire County's system. The name in Eau Claire County's system must match that on your Social Security card.
  - 3.2 Complete the Human Resources Information Form (Appendix 507 A). Update the "Personal Information" section with any new pertinent information and include the former name.
  - 3.3 Bring the updated original signed Social Security Card with the new last name and the updated Human Resources Information Form to the Human Resources Department. Department Head approval is not necessary for changes in name. Note: a receipt from the Social Security Administration will not be accepted for a change in name, the original signed Social Security Card must be presented to the Human Resources Department.
  - 3.4 Submit documentation of the reason for a name change to Human Resources. A copy of this documentation is to be attached to Form I-9 upon updating.
4. Changes in Marital Status, Number of Dependents or Other Family Changes.
  - 4.1 Within 30 days of a marriage, divorce, birth, adoption, death, or other change in family employees must notify the Finance Department, Payroll Division.
  - 4.2 For changes in marital status, complete the Personal Data Change Section of the Human Resources Information Form. Note: the same form will be used for changes in name and marital status. Submit the document to the Human Resources Department. Department Head approval is not necessary to change marital status.

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- 4.3 For changes in dependents, the number of dependents and their names must be reported to the Finance Department, Payroll Division.
5. Changes in Personal Mailing Address, Telephone Number, and Emergency Contact.
  - 5.1 Complete the Personal Data Change Section of the Human Resources Information Form.
  - 5.2 Submit the document to the Human Resources Department. Department Head approval is not necessary to change personal mailing address, telephone number, or emergency contact.
6. Change in Educational Accomplishments.
  - 6.1 Submit certificates received from trainings, transcripts from continuing education coursework, diplomas, or other educational materials obtained while employed by Eau Claire County to Human Resources for placement in the personnel file.
  - 6.2 Employees in positions that require renewal of licenses or certifications must provide updated copies to Human Resources upon expiration of the license or certification.
7. Form W-4.
  - 7.1 While not required, employees are strongly encouraged to complete an updated Form W-4 with changes in name or marital status and review their withholding options.
8. Appendices.

Human Resources Information Form (Appendix 507 A)

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